




3 1761 05481201 1

Brittle

mf



Digitized by the Internet Archive
in 2024 with funding from
University of Toronto

<https://archive.org/details/31761054812011>

Gov. Doc.
Can
N

Canada. National Defence, Dept. of

THE
KING'S REGULATIONS
AND ORDERS

FOR

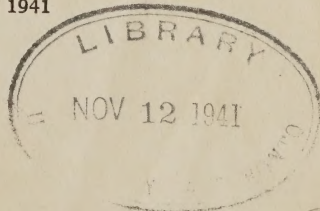
THE ROYAL CANADIAN
AIR FORCE
1924



337938
13.11.41

Reprinted 1941 with amendments up to and including
A.F.G.O. No. 42 / 1941

4,200—7-41 (513)
H. Q. 570—4



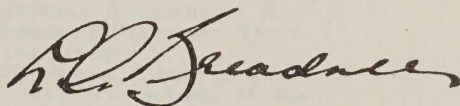
This volume is a reprint with amendments up to and including September 19th, 1941, embodied in the text, of King's Regulations and Orders for the Royal Canadian Air Force, 1924, approved by the Governor in Council under the powers conferred by Section 5 of the Air Board Act, Chapter II of the Statutes of 1919, Section 4 of the Aeronautics Act, Chapter 3 of the Revised Statutes of 1927, and by para. 16 of The Royal Canadian Air Force Act.

Air and other Officers Commanding will be held responsible that these Regulations and Orders are strictly observed and that any local instructions or Air Force Orders that may be issued are in accord with and directed by their spirit and intention.

Officers are expected to interpret them reasonably and intelligently, with due regard to the interests of the service, bearing in mind that no attempt has been made to provide for necessary and self-evident exception.

All previous orders on the subjects to which reference is made in these Regulations are hereby cancelled.

By Command,

A handwritten signature in dark ink, appearing to read 'R. D. Bradner', with a stylized, flowing script.

*Air Vice-Marshal,
Chief of the Air Staff.*

CONTENTS

PART I

CHAPTER	SUBJECT	PARAS.
I.—ORGANIZATION—		
	Section 1.—Composition and Government	1-8
	“ 2.—Defence Headquarters.....	11-14
	“ 3.—Inspections Generally.....	15-20
	“ 4.—Judge Advocate-General.....	25A
	“ 5.—Command.....	29-39
II.—DUTIES OF COMMANDERS, INSPECTIONS AND CONFIDENTIAL REPORTS—		
	Section 1.—Duties of Commanders.....	51-110A
	“ 2.—Duties of Officers other than C.O.....	111-114D
	“ 3.—Inspections and Confidential Reports.....	115-140A
III.—		
IV.—		
V.—		
VI.—OFFICERS—APPOINTMENTS, PROMOTIONS, RANK, COMMAND AND PRECEDENCE, TENURE, EXCHANGE, TRANSFER, SECOND- MENT, RETIREMENT AND RESIGNATION—		
	Section 1.—Appointments.....	211-213N
	“ 2.—Promotion.....	214A-214J
	“ 3.—Rank.....	215B-216H
	“ 4.—Command, Precedence, etc....	217-239D
	“ 5.—Exchange, Transfer and Secondment.....	242-254
	“ 6.—Retirement and Resignation..	255-261A
VII.—AIRMEN—ENLISTMENT, ENGAGEMENTS, SER- VICE, PRECEDENCE, PROMOTION, TRANS- FER AND DISCHARGE—		
	Section 1.—Enlistment, Extensions of Ser- vice, Prolongation of En- gagement and continuance in the Service: Forfeiture and Restoration of Service towards Engagement.....	262A-280
	“ 2.—Ranks, Appointments, Pre- cedence, Promotions and Employment.....	282-308
	“ 3.—Discharge.....	377A-418A
VIII.—DISCIPLINE—		
	Section 1.—General.....	419-451
	“ 2.—Arrest and Custody (not under Sentence).....	453-464

CHAPTER	SUBJECT	PARAS.
	“ 3.—Investigation and Disposal of Charge.....	483-492
	“ 4.—Summary and Minor Punishment.....	493-513
	“ 5.—Procedure in Case of Absence, Desertion and Offences Against Enlistment.....	514-544A
IX.	COURTS MARTIAL—	
	Section 1.—General Instructions.....	547-582
	“ 2.—	
	“ 3.—Award of Sentences and Disposal of Proceedings.....	583-596
	“ 4.—Disposal of Convict and Prisoners under Sentence.....	600-644
	“ 5.—Detention Barracks, Prisons and Detention Rooms	648-662A
X.	COURTS OF INQUIRY, COMMITTEES AND BOARDS—	
	Section 1.—Courts of Inquiry.....	666-678
	“ 2.—Officers' Meetings, Committees, etc.....	678A-678F
XI.	TRAINING—	
	Section 1.—General.....	681-688
XII.	GENERAL DUTIES AND MISCELLANEOUS PROVISIONS—	
	Section 1.—Flying Duty.....	904-905
	“ 2.—Station Duties.....	923-954
	“ 3.—Duties of the R.C.A.F. in Aid of the Civil Power.....	955-983
XIII.	WORKS SERVICES AND PRECAUTIONS AGAINST FIRE—	
	Section 1.—Duties in Regard to Buildings	984-1016
		1035-1045
	“ 2.—Precautions Against Fire.....	1017-1034
XIV.	ALLOTMENT AND OCCUPATION OF QUARTERS.	1052-1069A
XV.	MEDICAL—	
	Section 1.—Medical and Hospital Duties..	1094-1112B
XVI.	MUSIC SERVICES.....	1117A-1121D
XVII.	MESSES—	
	Section 1.—Officers' Messes.....	1130-1142H
	“ 2.—Sergeants' Messes.....	1143-1146A
	“ 3. Airmen's Messing and Cooking.....	1173-1177
XVIII.	SERVICE INSTITUTES—	
	Section 1.—Unit Institutes and Canteens.	1184-1184M
	“ 2.—Workshops.....	1185A-1185C

CHAPTER	SUBJECT	PARAS.
XIX.—	LEAVE OF ABSENCE AND PASSES—	
	Section 1.—Officers.....	1275-1304C
	“ 2.—Airmen.....	1309-1324G
XX.—	MOVEMENTS OF AIR FORCE BAGGAGE AND STORES—	
	Section 1.—General Instructions.....	1381-1403
	“ 2.—Travelling Warrants.....	1408-1415
	“ 3.—Railways.....	1426-1453
	“ 4.—Conveyance of Baggage.....	1462-1486A
XXI.—	DRESS, CLOTHING AND EQUIPMENT—	
	Section 1.—R.C.A.F. Equipment.....	1670-1687
	“ 2.—Dress, Clothing and Equipment.....	1688-1721
	“ 3.—Bombs and Explosives.....	1724-1733
XXII.—	MEDALS AND DECORATIONS—	
	Section 1.—General Instructions.....	1734-1754F
	“ 2.—Acceptance and Wearing of Non-Military Medals Granted for Acts of Gallantry.....	1755-1756
	“ 3.—Foreign Orders and Medals....	1757-1758
	“ 4.—Loss and Replacement.....	1759-1760A
	“ 5.—Forfeiture and Restoration of Medals.....	1762-1762A
	“ 6.—Medals of Airmen Discharged as Lunatics and of Deceased Officers and Airmen.....	1763-1764A
XXIII.—	CEREMONIAL—	
	Section 1.—Relative Rank and Precedence of Officers in Navy, Army and Air Force.....	1766-1770
	“ 2.—Rewards, Honours and Salutes	1778-1829
	“ 3.—Air Force Funerals.....	1830-1838
XXIV.—	OFFICE WORK, CORRESPONDENCE, DOCUMENTS, RETURNS, BOOKS, AND RECORDS—	
	Section 1.—Office Work and Correspondence.....	1841-1856
	“ 2.—Documents and Maps Marked Secret, Confidential or for Official Use Only.....	1857-1864
	“ 3.—Reports and Returns.....	1871A-1880A
	“ 4.—Records.....	1880B-1917
	“ 5.—Conduct Sheets.....	1919-1924
	“ 6.—Historical Records.....	1931-1932
XXV.—	CARE AND MAINTENANCE OF AEROPLANES AND MOTOR TRANSPORT—	
	Section 1.—Aeroplanes—Forced Landings.	1949
	“ 2.—Care and Maintenance of Motor Transport.....	1950-1965
	“ 3.—Accidents to Motor Transport —Procedure as to Reporting..	1966-1970

PART II

CHAPTER	SUBJECT	PARAS.
I.—	APPLICATION OF REGULATIONS.....	2000-2011
II.—	APPLICATION OF AIR FORCE ACT AND RULES OF PROCEDURE TO THE ROYAL CANADIAN AIR FORCE.....	2015-2022

APPENDICES

I.—	THE ROYAL CANADIAN AIR FORCE ACT.....	
II.—	ORDERS TO REGULATE ADMISSION TO NATIONAL DEFENCES.....	
III.—	REPORTS AND RETURNS.....	
IV.—	OFFICIAL SECRETS ACT.....	
V.—	FORMS OF COMMITMENT, REMOVAL AND DIS- CHARGE FROM CUSTODY.....	
VI.—	PATENTS FOR INVENTIONS BY PERSONS IN PUBLIC SERVICE.....	
VII.—		
VIII.—	PROCEDURE AND FINANCIAL POWERS IN RELATION TO LOSSES AND COMPENSA- TION.....	
IX.—	DISTINGUISHING FLAGS AFLOAT.....	

RECORD OF AMENDMENTS

King's Regulations and Orders for the Royal Canadian Air Force, 1924

Amdt. No.	A.F.G.O.	Date	Amdt. No.	A.F.G.O.	Date

This page to be inserted in front of book for reference purposes.

THE
KING'S REGULATIONS
AND ORDERS
FOR
THE ROYAL CANADIAN
AIR FORCE
1924

Interpretation

A. "Minister" means the Minister of National Defence.

A1. The term "Director of the Royal Canadian Air Force" is synonymous with "Chief of the Air Staff."

A2. "Air Officer" means an Officer of the rank of Air Commodore or above. Thus "Air or other Officer Commanding" means an Air Officer, or Officer of lower rank, commanding an Air Command.

B. The term "D.O.C." means the Officer Commanding a Military District and Commanding Officer includes the Officer in command during the absence of the Officer specified.

C. "Permanent Active Air Force" means those officers, airmen, units, detachments or formations, permanently embodied or employed for continuous service and available for general service.

D. "Auxiliary Active Air Force" means those officers, airmen, units, detachments or formations of the Active Air Force, other than those comprised or included in the Permanent Active Air Force.

INTERPRETATION

D1. "Air Command" means the highest R.C.A.F. formation. An Air Command is a formation set up for the purpose of decentralizing the command of units from R.C.A.F. Headquarters, and will include such formations and units as are from time to time allotted to it.

D2. "Formation" means a number of units grouped together under one commander, and may be an Air Command, a Group, or a Wing.

D3. "Air Force Headquarters" means the Headquarters of the Royal Canadian Air Force, and is the term which is to be used when it is desired to refer to this Headquarters as distinct from Naval or Militia Headquarters.

E. "General Service" means any Air Force service that may be required.

(1) These regulations are to be referred to as The King's Regulations and Orders for the Royal Canadian Air Force.

(2) In these regulations, if not inconsistent with the context, the following expressions have the meanings hereinafter respectively assigned to them; that is to say:—

(a) The expression "aircraft" includes aeroplanes, balloons, kite balloons, airships, or other machines for flying.

(b) (i) The expression "material" is a wide general term covering R.C.A.F. equipment, supplies, works and buildings.

(ii) The expression "supplies" means food, fuel (heating), electricity, gas, and water.

(iii) The expression "R.C.A.F. Equipment" is a comprehensive term to include all articles classified under the headings of aircraft, aircraft engines, marine craft, M.T. vehicles and R.C.A.F. stores.

(iv) The expression "R.C.A.F. Stores" means all articles exclusive of aircraft, aircraft engines, marine craft, and M.T. vehicles shown in the R.C.A.F. Vocabulary or schedules or otherwise authorized to be held as part of R.C.A.F. equipment.

INTERPRETATION

- (c) The expression "air force" means the officers and airmen hereinafter defined.
- (d) The expression "air force reward" means any gratuity or annuity for long services or good conduct; it also includes any good-conduct pay or pension and any other air force pecuniary reward.
- (e) The expression "airman" does not include an officer as defined by these regulations and with the modification herein contained in relation to warrant officers and non-commissioned officers, includes a warrant officer not having an honorary commission and a non-commissioned officer, and every person subject to these regulations during the time that he is so subject.
- (f) The expression "air signal" means any signal intended for the guidance of aircraft, whether given by flag, ground signal, light, wind-indicator, or in any other manner whatsoever.
- (g) The expression "civil court" means, with respect to any crime or offence, a court of ordinary criminal jurisdiction, and includes a court of summary jurisdiction.
- (i) The expression "Commanding Officer" as used in the sections relating to "Courts-Martial," to the "Execution of Sentence" and to the "Power of Commanding Officer," and in the provisions consequential thereon, means, in relation to any person, the officer whose duty it is, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority. It also, so far as it relates to the summary award of any punishments for offences, which an officer commanding a squadron or park is authorized to award and so far as it relates to a summary finding in a case of absence without leave, includes the Officer Commanding a squadron or park.
- (j) The expression "constable" includes a high constable and a commissioner, inspector or other officer of police.

INTERPRETATION

- (k) The expression "Court of summary jurisdiction," unless the context otherwise requires, means any justice or justices of the peace, police, stipendiary or other magistrate by whatever name called, to whom jurisdiction is given or who is authorized to act under Parts XIV, XV, XVI, of the Criminal Code, although the offence may have been committed outside the territorial division in which such justice, police, stipendiary, or other magistrate ordinarily has or exercises jurisdiction.
- (l) The expression "decoration" means any medal, clasp, good-conduct badge, or decoration.
- (m) The expression "enemy" includes all armed mutineers, armed rebels, armed rioters and pirates.
- (n) The expression "field officer" means any officer above the rank of flight lieutenant and below the rank of air officer.
- (o) The expression "the forces" and "His Majesty's Forces," include His Majesty's naval, military and air forces.
- (p) The expression "horse" includes a mule, and the provisions of these regulations shall apply to any beast of whatever description used for burden or draught or for carrying persons in like manner, as if such beast were included in the expression "horse."
- (q) The expression "month" means "calendar month."
- (r) The expression "non-commissioned officer" includes an acting non-commissioned officer, but does not include a leading aircraftman, or, save as in these regulations mentioned, a warrant officer not holding an honorary commission.
- (s) The expression "oaths" and "swear" and other expressions relating thereto, include affirmation or declaration, affirm or declare, and expressions relating thereto, in cases where an affirmation or declaration is by law allowed instead of an oath.
- (t) The expression "on active service" as applied to a person subject to these regulations, means whenever he is attached to or forms part of a force which is

INTERPRETATION

engaged in operations against the enemy or is engaged in warlike operations in a country or place wholly or partly occupied by an enemy, or is in military occupation, of any foreign country.

- (u) The expression "officer" means an officer commissioned or in pay as an officer in His Majesty's Service, or any arm, branch, or part thereof; it also includes a person who, by virtue of his commission is appointed to any Department or corps or unit of His Majesty's Service, or of any arm, branch, or part thereof; it also includes a person, whether retired or not, who by virtue of his commission or otherwise is legally entitled to the style and rank of an officer of His Majesty's Service, or of any arm, branch, or part thereof; Warrant and other officers holding honorary commissions are officers within the meaning of these regulations subject to the exceptions herein mentioned.
- (v) The expression "proper air force authority" when used in relation to any power, duty, act or matter, means such air force authority as, in pursuance of these regulations or the custom of the service, exercises or performs that power or duty or is concerned with that act or matter.
- (w) The expression "public prison" means any prison in Canada in which offenders sentenced by civil court to imprisonment for less than two years can from time to time be confined.
- (x) The expression "service" when qualifying institution, necessaries, books, band, mess, money, goods and other property, means belonging to or connected with the air service or any unit or part of a unit thereof.
- (y) The expression "soldier" has the same meaning as in the Army Act and the Air Force Act.
- (z) The expression "superior officer," when used in relation to an airman, includes a warrant officer not holding an honorary commission, and also includes a non-commissioned officer as above defined.
- (zz) The expression "surrender himself" means the voluntary delivery of himself into custody by a person

INTERPRETATION

who at the time of such delivery, and as a reason therefor, alleges himself to be a deserter or absentee without leave from the Royal Canadian Air Force.

(3) Time, for the purpose of any proceeding or other matter under these regulations, shall be reckoned exclusive of Sunday, Good Friday and Christmas Day, but any time reckoned for the purposes of any punishment, or of any deduction of pay, shall include these days.

(4) Except as herein otherwise provided, the Interpretation act (R.S.C. Chap. I) shall apply to these regulations.

(Any amendments, additions or modifications to these Regulations and Orders, as are from time to time made, will appear in Air Force General Orders.)

PART I

Chapter I

ORGANIZATION OF THE ROYAL CANADIAN AIR FORCE

SECTION 1.—COMPOSITION AND GOVERNMENT OF THE ROYAL CANADIAN AIR FORCE

General Principles

1. (1) There shall be an Air Force in Canada to be known as the Royal Canadian Air Force, comprised of such officers and airmen as are appointed, enlisted, employed, trained and paid, as set out in these Regulations, and includes fighting troops, technical and administrative services and departments and others subject to these Regulations, as officers and airmen.

(2) The Royal Canadian Air Force is composed of,—

(a) The Active Air Force which comprises:—

(i) The Permanent Active Air Force of Canada will consist of officers and airmen permanently embodied or employed for continuous service and is available for general service. It is maintained for the instruction of the Auxiliary Active Air Force.

(ii) The Auxiliary Active Air Force is comprised of such units or detachments and other formations as are from time to time named by the Governor in Council.

(b) The Reserve Air Force shall consist of qualified officers and airmen who are liable to be called out for training or general service as may be prescribed by the Minister, and on other occasions by the Governor in Council.

(c) The Special Reserve shall consist of such officers and airmen as are under appropriate authority placed therein.

2. The period of service in time of peace for the Royal Canadian Air Force shall be as under,—

(a) For the permanent active air force, five years.

(b) For the auxiliary active air force, three years.

(c) For the Reserve Air Force, such a period as may be prescribed by the Governor in Council.

NOTE.—The above amendments will come into effect on April 1, 1939, and will apply only to enlistments or re-engagements carried out on or subsequent to that date. The provisions of the aforesaid paragraphs as they stood prior to the said amendments becoming effective, will apply to airmen attested or re-engaged prior to April 1, 1939, in respect of their period of engagement under such attestation or re-engagement.

2A. Period of service for the Special Reserve shall be so long as an emergency, i.e., war, invasion, riot or insurrection, real or apprehended exists, and for the period of demobilization after said emergency ceases to exist.

3. The War organizations of the R.C.A.F. and the War Establishments of units are laid down in War Establishments.

4.

5. The Peace Establishment for the Royal Canadian Air Force shall be as published in General Orders. The Limited Establishments are such as may be authorized by the Minister and are governed by the amount voted by Parliament for the Royal Canadian Air Force.

6. The distribution of the Air Force is shown in the quarterly Militia and Air Force List.

7. The command of the Royal Canadian Air Force is vested in the King, and is exercised and administered by His Majesty or the Governor General as his representative.

7A. The Minister is charged with and is responsible for the administration of the Royal Canadian Air Force. He is advised in all air force matters by the Chief of the Air Staff.

8. For the purpose of decentralization and command, the Royal Canadian Air Force is divided into formations, units and detachments.

9-10.

SECTION 2.—DEFENCE HEADQUARTERS

The Defence Council

11. The Defence Council is composed as under:—

President

The Minister of National Defence.

Vice-President

The Deputy Minister of National Defence.

Members

The Chief of the General Staff,
The Chief of the Naval Staff,
The Chief of the Air Staff.

Associate Members

The Adjutant-General,
The Quartermaster-General,
The Master-General of the Ordnance,
The Judge-Advocate General.

12.

Duties of Defence Council

13. The duties of the Defence Council are to advise the Minister on all matters of Defence including or relating to the Militia, the Military, Naval and Air Service, and on all matters referred to it by the Minister.

Inspection by Defence Council

14. When any member or members of the Defence Council make an inspection, the visit, in the absence of directions to the contrary, will be official, and all principal officers will attend unless their attendance has been dispensed with by the Council.

SECTION 3.—INSPECTIONS GENERALLY

Inspector-General

15. The Inspector-General, Royal Canadian Air Force, under the orders and direction of the Minister, will inspect and report to the Minister, upon the training and efficiency of the Royal Canadian Air Force, and generally on the readiness and fitness thereof for war. He will report on the suitability and efficiency of aircraft, armaments and equipment, and on the condition of Air Force works and defences.

16. The Inspector-General, Royal Canadian Air Force, is authorized to make such visits of inspection, either personally or by deputy, as he may consider necessary at any time. When carrying out technical inspections he is authorized to require such Inspectors of the Technical Branch concerned as he considers necessary to accompany him.

17. Inspections carried out by the Inspector-General of the Royal Canadian Air Force will supplement and not replace those of the Officer Commanding an Air Command, as the Officer immediately responsible for the efficiency of the Royal Canadian Air Force within his Command.

18. When no Inspector-General, Royal Canadian Air Force, has been appointed, his duties will be performed by the Chief of the Air Staff.

Inspectors—Appointment and Duties Of

19. The Minister may appoint Inspectors for the purpose of carrying out, under the Inspector-General, Royal Canadian Air Force, technical inspections of the various technical branches of the Royal Canadian Air Force.

20. The duties of Inspectors acting under the Inspector-General, Royal Canadian Air Force, will be in accordance with the instructions of the Minister.

21-24.

SECTION 4.—JUDGE-ADVOCATE GENERAL**Duties of Judge-Advocate General****25.**

25A. The duties of the Judge-Advocate General are:—

(a) To review the proceedings of General and District Courts-Martial, and, where irregularities appear therein, to report on the same for the information of the Minister of National Defence.

(b) To keep a record of the proceedings of General and District Courts-Martial and of their final dispositions.

(c) To advise convening and confirming officers on all questions relating to military, naval and air force laws, Courts-Martial and the rules of procedure, when the advice is sought through the proper channel.

(d) To perform such services as may be assigned to him in connection with the revision of the militia, naval and air force law and the regulations.

(e) To advise the department on questions of a purely legal nature, when required to do so.

SECTION 5.—COMMAND**Classification of Higher Commanders****26-28.**

29. The Minister, being charged essentially with the administration of the Defence Forces, decides what is to be done in all questions of Government policy affecting the Air Force and issues his instructions accordingly through the Chief of the Air Staff, but the actual command and the issuing of orders for carrying out these instructions are the duties of the commanders of the formations, units and detachments of the Royal Canadian Air Force.

29A. The Chief of the Air Staff holds the senior appointment in the Royal Canadian Air Force. He is responsible to the Minister for the fighting efficiency of the Air Force, and for the employment of the Air Force in accordance with Government policy as communicated to him by the Minister.

30. (1) An Air or other Officer Commanding an Air Command is responsible to the Chief of the Air Staff for the discipline, administration, training, efficiency and operational control of his command; for the preparation of Command Air Defence Schemes and the annual revision of these schemes, and for ensuring that schemes of mobilization for all units mobilizing within his command are kept up to date, that all ranks in his Command are acquainted with their duties on mobilization and in connection with any air defence scheme applicable, and that those concerned have such access to the scheme as is necessary for the proper performance of the duties required of them.

(2) The powers, duties and functions which by these Regulations are vested in and to be exercised and performed by a District Officer Commanding, in relation to the Royal Canadian Air Force stationed within the area of his Military District, shall, in respect of an Air Command and in relation to all ranks of the Royal Canadian Air Force serving therein, be vested in, exercised and performed by the Air or other Officer Commanding such Air Command in lieu of such District Officer Commanding. Such Air or other Officer Commanding an Air Command shall, in respect of his Command and in relation to all ranks of the Royal Canadian Air Force serving therein, be charged with and responsible for those matters with and for which under these Regulations a District Officer Commanding is charged and responsible in lieu of such District Officer Commanding.

(3) The Air or other Officer Commanding an Air Command shall, with respect to Officers and Airmen within his Command, and in relation to District Courts-Martial for the trial of any such Airmen, have, exercise and perform all the powers, duties and functions which by these Regulations are vested in a District Officer Commanding.

30A. Officers Commanding Military Districts are charged with the administration of and the maintenance of discipline in units or detachments of the Royal Canadian Air Force stationed within the area of each Military District. They will not save as hereunder stated, exercise any power of command in respect of such unit or detachment of the Royal Canadian Air Force, nor will the duties aforesaid extend to any matters of a technical or operational nature.

31. The provisions of these Regulations relating to the duties of District Officers Commanding in respect of matters pertaining to the Royal Canadian Air Force shall not apply to such Formations and Units as are administered direct by R.C.A.F. Headquarters.

32. Officers Commanding Military Districts will within the confines of their District supply to R.C.A.F. formations or units which are administered directly by R.C.A.F. Headquarters, such services as may from time to time be ordered by National Defence Headquarters.

33-35.

Command of Station

36. The senior combatant officer at a station will, in all cases, be held responsible for the maintenance of discipline and order at the station, and to that extent will be the commander of all troops stationed there. He will further command any troops at the station, the command of which is not specifically otherwise allotted. He is not responsible for, and is to avoid interfering with, administrative arrangements which are controlled by the officer in charge of administration. In the event of Orders being issued to the troops, or administrative arrangements being made, which in his opinion are not suitable to the requirements of the station, he will represent his views to the officers concerned. If in his opinion immediate action is required, he will deal with the matter on his own responsibility, reporting to superior authority the reasons for his intervention, and the nature of the orders issued by him.

37-38.

Parole

39. The Governor-General, as the King's representative, will give the "word" (Parole) in all places within the Government.

40-50.

Chapter II

DUTIES OF COMMANDERS, INSPECTIONS AND CONFIDENTIAL REPORTS

SECTION 1.—DUTIES OF COMMANDERS

Officers Commanding Districts

51. Subject to these regulations and to the instructions issued from time to time from National Defence Headquarters, an Officer Commanding a Military District is charged with, and is responsible for those matters set forth in Para. 54A. Within his command he is the representative of the Minister of National Defence. For the purpose of carrying into effect the provisions of Para. 54A the Officer Commanding a Military District will, in relation to all ranks of the R.C.A.F. stationed within the area of such Military District, have such authority and power of command as would be vested in and exercisable by an officer of the R.C.A.F. of equivalent or corresponding rank.

52-53.

54. (1) The District Officer Commanding is empowered to convene District Courts-Martial for the purpose of trying any airman of the Royal Canadian Air Force who is within his District, and who is subject to the Regulations for the Royal Canadian Air Force, which includes the Air Force Act and Rules of Procedure, hereinafter referred to, who is charged with any offence thereunder, and he is hereby empowered to confirm the Findings of such Courts, and to approve, confirm, mitigate or remit the sentence of such Courts and to cause such sentence to be put into execution according to these regulations and further, he is empowered to appoint Judge-Advocates, and such Judge-Advocates shall have authority to exercise the powers and perform the duties set out in 103 of the Rules of Procedure set out in these regulations and to exercise generally the functions which, by the said rules are allotted to a Judge-Advocate-General in relation to Court-Martial, convened under the authority of the Air Force Act.

(2) The Officer duly appointed in Defence Orders to administer a District during the absence of the District Officer Commanding is hereby given the same powers as the District Officer Commanding as to convene District Courts-Martial, appoint Judge-Advocates, to confirm the findings of such Courts, and to approve, confirm, mitigate and remit their sentences, and to cause such sentences to be put into execution.

54A. The District Officer Commanding is further charged with and is responsible for:

- (a) The enlistment and discharge of all R.C.A.F. airmen within his command in accordance with instructions as issued from time to time from National Defence Headquarters.
- (b) The arrangements for medical and dental services for all R.C.A.F. personnel within his command.
- (c) The arrangements for accommodation and messing of R.C.A.F. personnel at R.C.A.F. Stations within his command.
- (d) The arrangements for issue of pay and allowances to all R.C.A.F. personnel within his command.
- (e) The supply of non-technical stores; ordnance stores other than aircraft armament and ammunition to R.C.A.F. units or detachments within his command in accordance with establishments and conditions as may be laid down from time to time by National Defence Headquarters.
- (f) The engineer services at all R.C.A.F. Stations within his command, in accordance with instructions as issued from time to time by National Defence Headquarters.
- (g) Economical control of all expenditures, monies, supplies or stores in respect to such service for which he is responsible.
- (h) Compilation of necessary estimates for service for which he is responsible.

- (i) The inspection of and report on all units of the R.C.A.F. with respect to such services for which he is responsible.
- (j) The strict enforcement of orders regulating admission to National Defence works and buildings.
- (k) The sums allocated to him under the various votes not knowingly being exceeded.
- (l) The collection of all reports, statements, etc., from R.C.A.F. Units necessary for the supervision of those services for which he is responsible.

54B. He will revise annually the schemes for the defence of fortresses or defended ports in his command, and will render to Defence Headquarters on the 1st February, copies of such revised schemes.

54C. As schemes of defence should deal only with the men and material actually available or that can be made available on emergency, the annual revision shall represent the plan on which the officer would defend the place with the existing resources.

54D. An Officer Commanding a District will be responsible for notifying Defence Headquarters of the death of any officer, whether on a reserve or other list within his command. Officers Commanding Units will similarly report to Officers Commanding Districts. The death of a Commanding Officer will be reported by the next in command.

55. The District Officer Commanding, in the administration of R.C.A.F. Stations, Formations and Units in his district will, in matters which are the responsibility of the Chief of the Air Staff, act in conformity with Royal Canadian Air Force Administrative Orders issued by National Defence Headquarters.

56A. The Officer Commanding a Royal Canadian Air Force Formation, Unit or Detachment, as the case may be, is responsible for the command, training, efficiency and operational control of the Royal Canadian Air Force under his command.

57.

57A. The Chief of the Air Staff is responsible for obtaining all possible information concerning Air Force resources as well as the Air Force features of the country, under circumstances when active service appears imminent. He is further responsible for the proper disposition of the personnel, whether for offensive or defensive operations.

58-97.

Duties of Commanding Officers of Units

98. A Commanding Officer is responsible to the King for the maintenance of discipline, efficiency and proper system in the unit under his command, including the discipline, efficiency, training and readiness for war of reservists who may be affiliated to that unit. He will, by advice and timely intervention, endeavour to promote a good understanding and to prevent disputes. He is to discountenance any disposition in his officers to gamble or to extravagance. He is also to check any tendency among his officers to practical jokes.

99. Officers are to pay particular attention to the preservation of the health of the Air Forces. The responsibility for efficient supervision and for the remedy of sanitary defects rests upon Commanding Officers and through them on subordinate commanders. Medical officers are charged with advising General and Officers Commanding who will incur grave responsibility if such advice is neglected without adequate reason.

100. (1) A Commanding Officer is directly responsible for all material which may be under his control or on his charge as Commanding Officer and for the accounting records relating to them. The delegation of certain duties to his subordinates in no wise relieves him of this responsibility.

(2) A Commanding Officer is responsible:—

(a) That all material in his station or unit is dealt with in accordance with regulations; that the safeguarding, maintenance in a serviceable condition, utilization and disposal of material is carried out conformably to instructions issued by the Minister

or by his superior officers, and that the personnel under his command are familiar with the orders issued from time to time. He is to make frequent inspections to satisfy himself that the regulations are being observed.

- (b) That material is not used otherwise than on the public service without special authority.
- (c) That any circumstance or occurrence discovered or reported to him which may, in any manner, be detrimental to public property, is immediately investigated and dealt with in accordance with regulations.
- (d) That no change or modification of pattern is made without proper authority. When a modification is ordered he is responsible that immediate action is taken to comply with the order with respect to all R.C.A.F. equipment in his station or unit to which the modification may apply.
- (e) That any mobilization equipment placed in his charge is dealt with in accordance with the regulations issued in respect of such equipment.
- (f) That periodic stocktaking is carried out, and is to make use of the information obtained thereby to satisfy himself that the records available in the accounting section convey a true statement of the R.C.A.F. equipment that should be actually in his station or unit.

(3) He is from time to time to examine the ledgers, account books and other documents or records respecting the material held by his station or unit, and is to satisfy himself that such books and documents are kept in accordance with regulations, and are not allowed to fall in arrears.

(4) He will issue the necessary instructions to ensure that every article of R.C.A.F. equipment within his station or unit is placed specifically in the charge of an individual, and that the responsibility for that article, is recorded in the accounts as a charge against that individual.

(5) He will see that an officer, airman or civilian employee does not leave the station without obtaining a clearance certificate. When a subordinate commander,

accountant officer or stores officer is leaving the station, the Commanding Officer will see that handing-over certificates in addition are prepared and disposed of according to regulations.

(6) He is liable to be held responsible for any loss of, damage to, or improper use of material supplied to his station or unit unless he can clearly establish to the satisfaction of his superior officers that the following points have been complied with:—

- (a) That he has arranged an efficient organization to give effect to the regulations.
- (b) That he has taken all possible steps to ensure that this organization is carried out.
- (c) That any circumstances where he or his subordinates have been unable to comply with regulations, or in the event of conditions arising under which they have been in any way unable adequately to safeguard the equipment in their charge, he has submitted a report of the circumstances in writing to higher authority.

(7) When a change of command of a station or unit occurs, the officer who is being relieved will be responsible that the handing-over of material takes place in accordance with the instructions laid down.

101. (1) A Commanding Officer is responsible for the whole of the organization and administration of his station or unit but the detailed distribution of work between himself and his subordinates is left substantially to his discretion.

(2) Subject to such general directions as may be given in regulations the extent and manner of delegation is left to the discretion of the Commanding Officer to decide in accordance with the size and nature of the unit, the character and experience of the subordinate personnel and the varying circumstances of the moment. Notwithstanding any delegation authorized in the following paragraphs, the Commanding Officer will retain general responsibility and should keep in touch with the details of the daily life of his station or unit.

(3) If a Commanding Officer has properly delegated a duty to his subordinate officer, and the latter through his fault causes a loss, the Commanding Officer will not be held liable to suffer a penal deduction unless he has failed to exercise proper supervision over his subordinate or has by the negligent organization of his unit contributed to cause the loss.

102. A Commanding Officer is responsible that every effort is made to salve petrol from damaged aircraft and that petrol so salvaged is utilized for mechanical transport purposes.

102A. A Commanding Officer is responsible for the correct receipt and issue of all supplies, and for daily issues being inspected, measured or weighed in the presence of an officer.

102B. Whenever armed parties are called out for the performance of any unusual duties, Commanding Officers are personally to ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the services they may be called upon to perform.

103. Commanding Officers are to cause every order and circular issued for general information and guidance either to be re-published in Air Force Orders or otherwise circulated throughout their units, and they are to afford all officers under their command every facility for becoming acquainted with changes in the regulations and orders. Ignorance of published orders cannot be admitted as an excuse for their non-observance. Orders relating to airmen's pay and accounts, or to any matter requiring special explanation, will be read and explained to them immediately after such orders are received; and those of a more important nature will be read to them on three successive parades. Every circumstance which in any way affects an airman's pay or service is to be published in Air Force Orders, Part II, immediately after its occurrence.

104. (1) All non-public funds in each station are to be divided into three categories, viz:—

- (a) Officers' mess accounts—which are to include all activities peculiar to Officers' messes.

- (b) Sergeants' mess accounts—which are to include all activities peculiar to Sergeants' messes.
 - (c) Station fund account—which are to include all activities peculiar to non-public activities, other than those enumerated in (a) and (b) above.
- (2) The Commanding Officer of the station is to be responsible for the supervision and control of all committees formed for the management of the non-public funds.
- (3) At stations where there is only one accountant officer, he is to carry out all the duties in connection with non-public funds. At stations where there is more than one accountant officer, the junior accountant officer is to be responsible for the proper application of the non-public funds, for their safe custody, and for the supervision of such accounts. It is also the duty of this officer to prepare, monthly, quarterly and yearly, financial statements as laid down in the regulations governing the accounting procedure for non-public funds.
- (4) Audits of non-public funds are to be carried out quarterly as follows:—
- (a) First Quarter—1st January to 31st March.
Second Quarter—1st April to 30th June.
Third Quarter—1st July to 30th September.
Fourth Quarter—1st October to 31st December.
 - (b) A further audit is to be carried out at every change of command, except where such change takes place towards the end of the quarterly period.
- (5) The audit board is to consist of at least two members, the president of which is to be an administrative officer, who is to be responsible for ensuring that there is a complete compliance with regulations governing the audit of non-public funds.
- (6) At stations where there is more than one accountant officer, the senior accountant officer is to act as a member of the audit board, and is to be responsible for the technical audit, and for making recommendations for improving the administration of these funds. If there is only one accountant officer at the station, then an officer from the staff of the command accountant is to be detailed as a member of the audit board.

(7) The accounts of the officers' mess, sergeants' mess and the station fund are to be submitted to the audit board, who are to examine all vouchers and satisfy themselves that all liabilities are included in the balance sheet, that the assets are not over-estimated, and that the cash credits are actually available.

(8) The senior accountant officer member of the audit board, or in his place the senior member of the audit board, is to be responsible for obtaining from the bank a certificate of the balance held on each account at the close of business on the last day of the period covered by the audit. This certificate is to be handed directly to the president of the audit board to assist the board in its check, and is subsequently to be attached to the proceedings. A notation as to the different cash balance standing to the credit of the various funds is to be entered in the proceedings, and the board is to record therein that these instructions have been carried out. The proceedings are to be submitted to the Commanding Officer for approval and forwarded to the air or other officer commanding concerned.

105. An officer in temporary command of a unit will not issue any standing orders, nor alter those which are at the time in force, nor authorize the application of funds to any purpose other than the ordinary current expenditure, without reference either to the permanent Commanding Officer or superior officer. On the other hand, an officer while absent from, and not in the exercise of his command, cannot issue orders relating to such command.

106. A Commanding Officer is responsible for the systematic and efficient instruction of officers under his command in all professional duties, and for their due preparation for examination for promotion.

106A. A Commanding Officer is responsible that every officer under his command is in possession of a copy of these Regulations or that they are fully acquainted with the contents.

107. A Commanding Officer will encourage junior officers to qualify for the duties of Adjutant, both in the field and in the orderly room, and will afford them every facility for so doing.

108. It is the duty of a Commanding Officer to bring specially to the notice of the inspecting officer, any officers distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are deficient in knowledge of their duties, or who do not afford him that support which he has a right to expect or conduct themselves in a manner injurious to the efficiency or credit of the Air Force.

109.

109A. On change of command in a unit mutual handing over, and taking over, certificates will be rendered by the outgoing and incoming commanding officers.

110. Commanding officers are responsible that the service and squadron rolls are properly made out, and corrected from time to time.

110A. Nothing more essentially tends to the maintenance of regularity and good order than a definite system of chain responsibility, which should extend from the highest to the lowest grade.

SECTION 2.—DUTIES OF OFFICERS OTHER THAN COMMANDING OFFICERS

General

111. Officers should make themselves thoroughly acquainted with the professional abilities and requirements of all ranks placed under their supervision.

Squadron Commanders, Etc.

112. (1) Every squadron, etc., Commander, even if the appointment is held only temporarily, is charged with the equipment, ammunition, clothing and public stores appertaining thereto, and is accountable for them to his Commanding Officer. He (or the administrative officer acting on general instructions) is responsible for the men's messes and necessaries being properly provided. He will pay attention to the cleanliness of the men and to that of their clothing, arms, accoutrements, and barracks and quarters. He is bound to take charge of all money received

on account of his squadron, etc., and is responsible for the safe custody of such money and for its being expended in conformity with regulations, and with due regard to the interests of his men.

(2) Only in exceptional circumstances when specially authorized by N.D.H.Q. will an airman be subjected to the risk of loss by having public money placed in his hands.

112A. It is the duty of all Air Force Officers to assist and support their commanding officers to the utmost of their ability in all matters relating to the efficiency and interior economy of their Units.

112B. (1) In the absence of the Commanding Officer of a Formation, Station, or Unit which controls or carries out flying operations, his responsibilities will be assumed by the next senior Officer of the Formation, Station or Unit who is a qualified pilot on the General List.

(2) In the absence of the Commanding Officer of a Unit or Establishment, which does not control or carry out flying operations, his responsibilities will be assumed by the next senior officer of the Unit or Establishment.

(3) In the absence of the Chief of the Air Staff, his responsibilities at National Defence Headquarters will be assumed by the next senior officer at National Defence Headquarters who is a qualified pilot on the General List.

(4) Should the next senior officer as provided for in sub-paragraphs (1), (2) and (3) above not be considered suitable to assume command another officer may be appointed by the Minister, providing that the officer so appointed does not hold a rank lower than that held by an officer who will be serving under him.

113. (1) Kit inspection must be held periodically as a squadron, etc., Commander may consider necessary. All ranks below that of Warrant Officer should have their kits inspected at least once a month.

(2) The visiting or inspection of barracks, etc., will not, except in cases of necessity, be performed on Sunday. The holding of parades, will, as far as possible, be avoided on Sundays.

114. (1) Every Officer placed in charge of material is responsible for its safe custody, and that all articles are used in a proper manner and solely in the public service.

(2) He will make a report forthwith to his Commanding Officer of any loss or damage that occurs in respect of the material in his charge.

(3) He will issue orders to his subordinates to ensure that the utmost economy is exercised in the consumption of material.

Adjutants

114A. The Adjutant is an officer appointed to act as the commanding officer's staff officer in the execution of the latter's duty in training and administering the unit. He should be of superior intelligence and strength of character, energetic and capable of hard work. His duties are:—

- (a) To draft for the Commanding Officer's approval and promulgate unit orders.
- (b) To take charge of all books and documents in the orderly room. To be responsible that they are properly kept, in accordance with these regulations, and that unauthorized persons have not access to them.
- (c) To supervise every detail in connection with the daily routine and administrative business.
- (d) To exercise general supervision over the manner in which all warrant and non-commissioned officers perform their duties, and special supervision over the orderly room clerks and buglers, who come under his immediate command when in camp.
- (e) To inspect all guards, parties and attachments detailed from the unit before handing them over to the officer or non-commissioned officer in command; seeing that they are correctly turned out, and giving in all cases the commanding officer's instructions as to the duty to be performed.
- (f) To supervise the unit duty rosters.
- (g) To examine and check all returns, etc., before submitting them for the information and signature of the Commanding Officer.

- (h) To see that all books and reference kept in the orderly room are correct to date in accordance with changes notified in General Air Force and other Orders.
- (i) To inspect the warrant and non-commissioned officers, band and buglers at the Commanding Officer's daily parade.

Officers in Medical Charge of Units

114B. A medical officer in charge of a unit is responsible to the Commanding Officer for everything relating to the medical services of the unit, for the inspection of recruits, and is the adviser to the Commanding Officer on matters of sanitation.

Stores Officer

114C. The Stores Officer is responsible to his C.O. for the receipt, care, safe custody, maintenance while in store and issue of all R.C.A.F. Equipment and he is responsible that adequate stocks are held for the requirements of his unit.

Accountant Officer

114D. (1) The accountant officer is responsible to his C.O. for the correct accounting for all R.C.A.F. Equipment on charge to the unit.

(2) He will be the adviser and assistant to his C.O. in all matters in which his accounts and accounting knowledge can aid in the administration of the station. The C.O. should therefore ensure that the accountant officer is normally made aware of all matters having a definite accounting importance (or which may assume this importance at a later stage) even though the matters in question may be primarily the concern of some other officer on the station. It is the duty of other officers to give all proper facilities to the accounting section for the conduct of its special duties.

(3) An accountant officer will not keep nor be held responsible for the non-public accounts of the unit or station but will advise upon any points of difficulty if the C.O. so desires. An accountant officer whenever available, will, however, be detailed by the C.O. as a member of the audit board.

SECTION 3.—INSPECTIONS AND CONFIDENTIAL REPORTS**Inspections—General Instructions**

115. An Air or other Officer Commanding an air command will inspect the units under his command on the following occasions—

- (a) Annually.
- (b) As soon as possible after a unit is placed under his command.
- (c) Prior to the unit leaving his command.

116. In making his inspection he will normally confine his attention to such matters as are within his jurisdiction. He will, however, call attention in his report of the inspection (see para. 127) to any matters outside his competency which he may consider to be unsatisfactory, or to have an injurious effect on matters within his competency.

117. Subject to para. 116, the inspection of a unit will be directed to testing not only the efficiency and capacity for command of the Commanding Officer, but the general readiness for war of the unit, as regards training, discipline, equipment and interior economy.

118. In all cases, as far as they may be applicable, the inspecting officer will enquire into the manner in which the regulations on the following matters are being carried out,—

- (1) The documents of officers and airmen.
- (2) The conduct of officers' and sergeants' messes and the service institute.
- (3) The custody of, and the accountancy for, equipment and provisions.
- (4) The custody of, and accountancy for, medical and dental stores.
- (5) The keeping of logs and history sheets.
- (6) The custody and issue of railway warrants, concession vouchers, bills of lading and other forms representing monetary values.
- (7) The custody of mustering, etc., of secret and confidential publications.
- (8) The map account.

(9) The expenditure of, and accounting for, non-public funds.

(10) The instruction of young officers in air force law.

(11) Physical training.

(12) The award and execution of summary punishment.

(13) Fire prevention and fighting.

(14) Flying.

(15) Sanitation and hygiene.

(16) The education of airmen.

(17) Religious ministrations and services.

(18) The use of service motor transports.

(19) Airmen's clothing.

(20) Medical and Dental Services.

(21) The publication of orders and the correction of regulations.

(22) The employment of airmen.

(23) The compliance with paras. 106A, 133, 461, and 462 of the King's Regulations.

(24) The assessment of character and ability and the award and restoration of good conduct badges.

(25) Instructions regarding uniform.

(26) The storage of private aircraft and motor vehicles.

(27) The conducting of official correspondence.

(28) The receipt and distribution of registered postal packages.

(29) The general efficiency of the signal organization, apparatus and personnel of a unit.

(30) Any other matters to which it is considered desirable to call attention.

119-124.

125. Every effort will be made to ensure the attendance of every officer and airman at the inspection.

126. The inspecting officer should aim at inspecting all the units of the station on the same occasion. If he does not do this, he will be careful to exclude from his report of inspection matters which are not the responsibility of the

Commanding Officer of the unit inspected, except in so far as they may have a bearing upon the proper performance by that officer of his duties.

127. (1) After inspecting a unit, the inspecting officer will render to Air Force Headquarters a report of the inspection in duplicate.

(2) The report will indicate the precise steps taken where applicable with a view to testing the unit as to its efficiency, state of training, and preparedness for war, and will include remarks on any points which the inspecting officer considers should be noted, either as regards the general efficiency of the unit or the reverse.

(3) A report of inspection will indicate the steps which the inspecting officer has taken, and the orders which he has given to remedy any state of affairs which he considers unsatisfactory. Any points on which he desires to make recommendations must be dealt with by separate letters, which should contain a reference to the report of inspection.

(4) A report of inspection will state in what manner, and with what effect, any orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat, or call attention to, any orders previously given, full particulars relating thereto will form part of the report.

(5) An Air or other Officer Commanding an Air Command will render reports on the annual inspection of all units under his command in time to reach Air Force Headquarters on or before December 1 of the year concerned.

(6) The Air or other Officer Commanding an Air Command after having rendered a report on the annual inspection of a unit will inform the Officer Commanding the unit of the observations which he has made in his report; but under no circumstances will he furnish a copy of his report to the Officer Commanding the unit for his information.

128. If an officer or an airman desires to bring any grievance to the notice of the inspecting officer he is to be afforded an opportunity of doing so.

128A. When a unit leaves the command, a copy of the last inspection report will be transferred to the Air or other Officer Commanding the Air Command to which the unit is moved.

128B. An officer visiting an air force station or unit on duty is to report to the Headquarters of the station or unit before proceeding with any inspection, or other object of his visit.

129-132.

Confidential Reports

133. A confidential report will be furnished annually to the Minister on every officer of the Royal Canadian Air Force Staff and Permanent Active Air Force. These reports will be strictly confidential, and will in no case be made public. Reports of officers will be made as follows:—

At Defence Headquarters by the head of the branch in which they are serving.

On District Staffs by the District Officer Commanding.

On the Permanent Active Air Force by the Officer Commanding the unit.

In the cases of Permanent Active Air Force Officers serving in depots or detachments at a distance from Unit Headquarters, reports on junior officers will be made by the senior Air Force Officer in charge to the Officer Commanding the unit, who will add his remarks, and forward the report to Defence Headquarters through the District Officer Commanding.

In the case of Permanent Active Air Force Officers, the report will be made out in the first instance by the Commanding Officer or other immediate superior of the officer reported on, and will be forwarded by him to the District Officer Commanding for transmission to Defence Headquarters.

As soon as all the opinions of the senior officers have been entered, the report will be returned for communication by the Officer Commanding to the officer concerned, who will initial the report at the place assigned for the purpose, to show that he has seen it.

If the officer reported upon is not present with his unit, a copy of the report and remarks, if any, of the District Officer Commanding will be sent to him and a certificate to that effect will be entered on the report by the Officer Commanding. The copy will be returned by the officer after perusal, and will then be destroyed.

After communication, the reports will be forwarded with as little delay as possible direct to the Chief of the Air Staff, Department of National Defence.

In the event of a superior officer reporting favourably on an officer who has been adversely reported on by his Commanding Officer or other immediate superior, the conflicting reports will be enquired into by the Air Force authority next in order of superiority, who will record his opinion, and cause it to be communicated to the officer concerned.

A note will be made in the report that these instructions have been duly attended to, or an explanation furnished when they have not been carried out.

Similar procedure will be followed in the case of adverse reports, other than those made in the annual reports.

Due weight will be given to reports, whether favourable or adverse, or partly favourable or partly adverse, in considering the officer's fitness for his present appointment, or for other employment, or for further promotion.

134-138.

138A. (1) An officer will be recommended in his annual report for:—

- (a) Accelerated promotion, or
- (b) Promotion in ordinary course, or
- (c) Promotion to be delayed.

(2) Should the reports of two successive years recommend delay in promotion, a special report will be rendered by the three senior officers with the unit stating whether they think it desirable that the officer should be retained in the service.

(3) In recommending an officer for "accelerated promotion," an Air or other Officer Commanding will report clearly and concisely the special qualifications which make the officer more efficient than his comrades.

(4) Recommendations of this nature should be sparingly made, and should apply to cases only where the officer is exceptionally gifted, or where he has displayed special ability in the performance of his duties.

(5) These recommendations will carry greater weight when the officer has passed his examination for promotion, and has obtained a special certificate although the latter is not an essential condition.

139.

140. In addition to the submission of the annual confidential reports, if it should be necessary to bring forward an officer's good services officially, or to report unfavourably on him on some particular occasion, the report is to be in writing, and signed by the officer concerned, if of an adverse nature, and forwarded through the usual channels to the Minister.

140A. (1) Staff and seconded officers should only be reported on by their staff superiors, and, in such cases, the appointments held should be shown in red ink on the report; but unit commanders are to bring to notice at any time any circumstances affecting such staff and seconded officers which, in their opinion, should be laid before the Chief of the Air Staff.

(2) On the other hand, the Chief of the Air Staff, on the return of a staff or seconded officer to his unit, will inform his unit commander of any circumstances that have occurred during the period of staff or seconded service, which, it is considered should be known to the unit commander.

141-210.

Chapter VI

OFFICERS—APPOINTMENTS, PROMOTIONS, RANK, COMMAND AND PRECEDENCE, TENURE, EXCHANGE, TRANSFER, SECONDMENT, RETIREMENT AND RESIGNATION

SECTION 1.—APPOINTMENTS

General Instructions

211. All Air Force appointments, promotions and retirements, concerning officers under Air Rank are originally approved by the Minister and subsequently inserted in the *Canada Gazette*, extracts from which are promulgated in Air Force Routine Orders and transmitted to each Officer Commanding an Air Command, District or Unit, to enable him to promulgate in orders such portions as affect his command. Notification so published is deemed official for all air force purposes. The effective date of promotions and appointments will be as promulgated in the *Gazette* and in cases where dates are uniform, the order in which the names are listed will determine the seniority.

211A. Commissions of officers in the Royal Canadian Air Force shall be granted by His Majesty during pleasure.

211B. (1) The Governor General may cause his signature to be affixed to any commission granted or issued under these regulations by stamping the same on such commission with a stamp approved by him and used for the purpose by his authority.

(2) The signature so affixed shall be to all intents and purposes as valid and effectual as if in the hand-writing of the Governor General.

(3) Neither the authenticity of any such stamped signature nor the authority of the person by whom it has been affixed to any commission shall be called in question, except on behalf of the Crown.

211C. Officers of the Royal Canadian Air Force may, under such regulations as are made from time to time, be appointed to units or an unattached list and may, as required in the interests of the service, be transferred, or such officers may be retired with or without honorary rank. They may be re-appointed from the retired list, but no officer shall be called upon to serve in a rank inferior to that with which he retired.

211D. The form of the commission to be given shall be appropriate to the status which it is intended the officer shall hold in the permanent or auxiliary active air force, the Reserve Air Force or the Special Reserve.

211E. (1) Officers commissioned in the Royal Canadian Air Force shall be classified in two divisions:—

- (a) A General List to which will be gazetted those officers who, by reason of their rank, status or appointment, are subject to a continuous liability to fly.
- (b) A Non-Flying List to which will be gazetted those officers who, by reason of their rank, status or appointment are not subject to a continuous liability to fly.

(2) Transfer from the General List to the Non-Flying List and vice versa will be carried out in accordance with such regulations as are hereinafter laid down.

211F. A candidate for appointment to a commission in the Royal Canadian Air Force must be:—

- (a) Of pure European descent and a British subject, the son of parents both of whom are, or if deceased, were British subjects at the time of their deaths (except in the case of an appointment to the Special Reserve).
- (b) Certified by an authorized Medical Board as physically fit for service in accordance with Instructions for the Royal Canadian Army Medical Corps and the Canadian Army Dental Corps, 1937.

211G. (1) When an applicant's first appointment has been approved by the Minister, he will be required to take the following oath, and to sign the Service Roll of the unit to which he is appointed:—

I, A.B., do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty.

(2) Such Oath will be taken before an officer on the active list, not below the substantive rank of flight lieutenant, who has taken the Oath of allegiance or before a justice of the peace.

(3) Such Oath will not be required to be taken by an officer who is a citizen of a foreign country if, by so doing, that officer would, under the laws of the country in question, forfeit his citizenship therein.

Candidates for Training for Commissions

211H. A candidate undergoing training for a commission in the General List of the permanent active air force or a permanent or short service commission in the General Duties Branch of the Royal Air Force will be granted a temporary commission in the auxiliary active air force as a pilot officer (provisional) during the period required to test his ability and fitness for appointment to a permanent or short service commission.

Permanent Active Air Force

212. (1) Appointments to commissions in the permanent active air force are limited to:—

General List

- (a) Graduates of the Royal Military College or recognized universities who have proven suitable for permanent commissions during the period of test referred to in para. 211H and are recommended by their commanding officer.
- (b) Airmen pilots of the permanent active air force, specially suitable, who have been recommended by their commanding officer.

- (c) Officers holding short or medium service appointments with the auxiliary active air force, specially suitable, who have been recommended by their commanding officer.

Non-Flying List

- (d) Graduates of the Royal Military College or recognized universities, candidates who possess Provincial Chartered Accountants Association Intermediate Accountancy Examination Certificates and airmen referred to in para. 212D.
- (2) With the following exceptions the above appointments will be made in the rank of pilot officer (provisional):—
 - (a) Officers appointed under sub-para. (1) (c) above.
 - (b) Airmen appointed under para. 212D.
 - (3) To be eligible for appointment, candidates, other than those enumerated in paras. 212 (1) (b) and (c) and 212D, must fulfil the provisions of para. 211F and must, except where otherwise specially provided, be:—
 - (a) between the ages of 18 and 26 provided that on the date of his acceptance he shall not have attained his 26th birthday.
 - (b) unmarried.

212A. (1) An officer qualified as in para. 212 (1) (a) and selected for a General List commission in the permanent active air force shall be appointed thereto as from the date of his auxiliary active air force commission referred to in para. 211H. On satisfactory completion of twelve months' service, including successful passing of the prescribed course of flying training, the officer will be confirmed in rank as from the date of his provisional appointment. Seniority of pilot officers confirmed on the same date will be adjusted in accordance with the order of merit of passing the prescribed course of flying training.

(2) An airman pilot qualified as in para. 212 (1) (b) and granted a General List commission in the permanent active air force shall, upon the satisfactory completion of twelve months' service, be confirmed in rank as from the date of his provisional appointment.

(3) A candidate, other than an airman, qualified as in para. 212 (1) (d), and granted a Non-Flying List commission in the permanent active air force shall, upon the satisfactory completion of twelve months' service including successful passing of the prescribed course, be confirmed in rank as from the date of his provisional appointment. Seniority of pilot officers confirmed on the same date will be adjusted in accordance with the order of merit of passing the prescribed course.

212B. When an officer is appointed to the permanent active air force the commission he holds will be deemed to have been cancelled, and he will cease to retain any air force rank or precedence previously held by him; such officer will only take such rank and precedence which are consequential upon his appointment to the permanent active air force, having regard to the date and rank thereof, or as may be specially granted, as promulgated in the *Canada Gazette*.

212C. (1) The grant of a commission to a warrant officer or non-commissioned officer (other than airmen pilots referred to in para. 212 (1) (b) and warrant officers or non-commissioned officers referred to in para. 212D) will not, except in the case of a candidate who has performed specially meritorious service or distinguished service in the field, be considered unless the candidate:—

- (a) at the date of recommendation has not attained his 26th birthday.
- (b) is unmarried.
- (c) is fit for general service.
- (d) has not less than 2 years' service.
- (e) has a clear service conduct sheet.
- (f) holds non-commissioned rank not below that of corporal.
- (g) has passed the literary examination, as prescribed.

(2) Such candidate, if appointed, will be required to complete within two years of the date of his appointment to the rank of pilot officer the qualifications prescribed for all other officers on first appointment.

212D. (1) A warrant officer or non-commissioned officer of the substantive rank of sergeant or above of the permanent active air force not over 50 years of age, qualified as hereunder, may be appointed to the Non-Flying List of the permanent active air force with the rank of flying officer (provisional) for duty as:—

Duty	Trade Qualifications
Armament Officer	Armament Artificer
Administrative Officer	Clerk
Engineer Officer	Fitter Aero Engine or Carpenter Air Rigger
Equipment Officer	Storekeeper
Photography Officer	Photographer
Signals Officer	Wireless Operator
	Mechanic
Physical Training Officer	Disciplinarian (qualified as Physical Training Instructor)

(2) On satisfactory completion of twelve months' service, the officer will be confirmed in rank as from the date of provisional appointment.

(3) The provisions of sub-paragraphs (1) and (2) will not apply while a state of war exists but Warrant Officers and Non-Commissioned Officers qualified in accordance with the provisions of sub-paragraph (1) may be granted temporary commissions in the Special Reserve under the same conditions as are applicable to other officers of such Reserve. Such Warrant Officers and Non-Commissioned Officers will retain their seniority and status as Warrant Officers or Non-Commissioned Officers as the case may be in the Permanent Active Air Force.

212E. All appointments to the permanent active air force shall be on probation for 3 years. At the expiration of each year of this period of 3 years (or in the case of necessity at any time during any one year) a special report will be made by the two senior officers of the unit or staff to which the officer belongs. These officers will record their opinion as to whether the retention in the service of the officer reported upon is in every respect desirable, and likely to be advantageous to the permanent

active air force. In the event of an officer being unfavourably reported upon twice, the Minister will decide whether the officer shall be retained.

212F. (1) An officer on first appointment to the permanent active air force will be required to join within one month from the date of his appointment. This period may be curtailed should the exigencies of the service require it.

(2) Such officer, on joining his unit will report himself personally through the adjutant to the commanding officer.

Auxiliary Active Air Force

213. To be eligible for appointment to a commission to a unit of the auxiliary active air force a candidate must fulfil the provisions of para. 211F, and in addition must:—

- (a) be between the ages of 18 and 26 provided that at the date of acceptance he shall not have attained his 26th birthday.
- (b) unless specially exempted, reside within the recruiting area of the unit to which such appointment is to be made.

213A. A candidate who has not the required air force qualifications will be appointed provisionally only and will be allowed a certain period in which to qualify. If, at the expiration of such period, he has not qualified, his commanding officer will call upon him to submit reasons why his name should not be removed from the list of officers of the Royal Canadian Air Force.

213B. Supernumerary junior officers may, with the approval of the Minister, be appointed to the auxiliary active air force at the rate of four per squadron. This number shall not be exceeded except in the appointment of R.M.C. and University graduates or special cases. Officers commanding units will, in submitting recommendations, state the special reasons for making such appointments.

Short and Medium Service Appointments Auxiliary Active Air Force

213C. (1) Short service appointments on the general list of the auxiliary active air force may be granted to persons duly qualified under the perscribed regulations.

(2) To be eligible for such appointments a candidate must fulfil the provisions of para. 211F, and in addition must be:—

- (a) unmarried, between the ages of 18 and 26, provided that at the date his application is submitted, he shall not have attained his 26th birthday; or
- (b) a qualified pilot of the auxiliary active air force or R.C.A.F. Reserve; or
- (c) a civilian pilot who is a qualified flying instructor; or
- (d) a civilian pilot in possession of a commercial pilot's licence.

213D. The normal tenure of short service appointments on the active list shall be for a period of four years (including time spent in civil schools) upon the conclusion of which, officers will be required to serve for a minimum period of six years in the R.C.A.F. Reserve.

213E. Officers during the active list portion of their short service appointment in the auxiliary active air force may be selected for a medium service appointment.

213F. Officers granted medium service appointments shall be required to serve for a further period of five years on the active list commencing from the completion of the active list portion of their short service appointment and upon the completion of such further service on the active list, officers holding medium service appointments will be transferred to the Reserve in which they will be required to serve for not less than four years.

213G. Auxiliary active air force officers holding short or medium service appointments shall be posted to the Special List. Such officers will be under a continuous liability to serve for full time air force duty.

213H. During the period of service on the active list, officers holding short or medium service appointments may be called upon to serve either ashore or afloat and to fly in any type of aircraft. Whilst so serving, such officers shall be subject to the provisions of K.R. & O. for the R.C.A.F. and the Air Force Act as modified therein, and, except as otherwise provided, to such other regulations and instructions as are from time to time applicable to the permanent active air force.

Special Reserve

213J. (1) To be eligible for appointment to a commission in the Special Reserve, a candidate must fulfil the provisions of para. 211F and in addition must:—

- (a) be between the ages of 18 and 40 for the General List provided that at the date of acceptance he shall not have attained his 40th birthday,
- (b) have reached his 18th birthday and not have attained his 50th at the date of acceptance for the Non-Flying List, provided that the Minister may authorize the appointment of suitably qualified applicants who exceed the maximum age limit herein,
- (c) have attained an educational standard equal to or better than junior matriculation or its equivalent.

(2) The provisions of clauses (a), (b) and (c) above will not apply to officers, who at the time of their appointment to the Special Reserve, hold commissions in the Reserve Air Force or on the retired list.

213K. (1) An officer appointed to the Special Reserve will be commissioned in the rank of Pilot Officer (Provisional), provided he does not hold, or did not hold, any higher rank in the Reserve Air Force, or on the retired list, or in any of His Majesty's other Defence Forces, in which case he may be appointed temporarily to his previous rank, or with any higher or lower rank that the Minister may prescribe, on the recommendation of the Chief of the Air Staff.

(2) Appointments to the Special Reserve shall be probationary for a period of six months, reckoned from the date the officer first reports for duty. At the end of the

six month period the officer's Commanding Officer will submit, through the proper channels, a report on the officer's ability and conduct and will recommend either his continued employment or immediate retirement.

213L. (1) A Pilot Officer (Provisional) employed on the General List, on confirmation of rank will be eligible for promotion to the rank of Flying Officer, taking rank and precedence amongst others on the same course in accordance with the order of merit in passing the prescribed course of flying training.

(2) A Pilot Officer (Provisional) of the Non-Flying List will, when qualified, be eligible for promotion to the rank of Flying Officer with rank and precedence among others on the same course in accordance with the order of merit in passing the prescribed course.

213M. Officers granted appointments in the Special Reserve will be required to serve while any emergency, i.e., war, invasion, riot or insurrection, real or apprehended, exists and for the period of demobilization after the said emergency ceases to exist.

213N. Officers holding commissions in the Special Reserve will possess the same rights and be subject to the same liabilities as officers of the Permanent Active Air Force to the extent only that such rights and liabilities are not inconsistent with the nature of their appointments.

SECTION 2.—PROMOTION

214.

214A. (1) First appointments to commissioned rank in the Royal Canadian Air Force will be as laid down in para. 212A, subject to such conditions as may be provided for in these regulations.

(2) A Pilot Officer (Provisional) qualified as in para. 212 (1) (a) or (c) will, on confirmation of rank under para. 212A (1) or (3) be eligible for promotion to the rank of Flying Officer with an antedate, for seniority only, of one year. After one year's service and if qualified, other Pilot Officers will be eligible for promotion to the rank of Flying Officer.

(3) Other officers shall be eligible for promotion to a higher rank according to Establishment and if qualified under the regulations.

214B. (1) In the Permanent Active Air Force, promotion up to the rank of Squadron Leader will, as a general rule, be made by seniority with the exception of those officers referred to in sub-paras. (2) and (3) below. Promotion to the rank of Wing Commander will be made by selection from Squadron Leaders who have duly qualified for command.

(2) The promotion of officers granted commissions while serving as airmen pilots will be made, as a general rule, by seniority with other General List Officers up to the rank of Flight Lieutenant. Promotion to Squadron Leader's rank will be made by selection. Promotion beyond Squadron Leader's rank will only be considered for an officer in this category who has shown exceptional merit.

(3) Officers appointed to the Non-Flying List of the Permanent Active Air Force under para. 212D, may be promoted to the rank of Flight Lieutenant after five years' commissioned service and to the rank of Squadron Leader after twelve years' commissioned service. In the case of an exceptionally qualified officer accelerated promotion may be authorized. Such service will reckon from the date of their first commission in the Permanent Active Air Force providing it has been continuous service.

(4) The provisions of sub-paragraph (3) will not apply while a state of war exists. During such a period officers previously appointed to the non-flying list under the provisions of sub-paragraphs (1) and (2) of paragraph 212D may be given temporary rank in the special reserve to fill vacancies in war establishments. Upon resumption of their Permanent Active Air Force Appointment, time served in the Special Reserve will count towards the period required for promotion by length of service under the provisions of sub-paragraph (3).

214C. After the first day of April, 1931, officers will be required to pass professional tests comprising examinations for each step of substantive promotion up to and including the rank of Squadron Leader.

214D. The examinations to be passed by officers for substantive promotion and the rules governing the same will be as laid down and published from time to time by the Chief of the Air Staff in "Orders and Instructions for the Royal Canadian Air Force." They will conform as closely as possible (allowing for local conditions) with the examinations for corresponding substantive promotion in the Royal Air Force.

214E. Brevet rank will not exempt an officer from passing the usual examinations laid down before promotion to each substantive grade.

214F. Officers who have passed the Royal Air Force Staff College qualifying examination will be excused the examination for promotion to the rank of Squadron Leader.

214G. Under very special circumstances the Minister may exempt from examination an officer promoted for distinguished service or an officer who has shown marked ability and gallantry in the field.

214H. An officer whose turn for promotion occurs whilst he is on active service, or whilst he is medically unfit by reason of wounds or disease contracted on active service may, provided that he has not neglected any previous opportunity of presenting himself for examination, be provisionally promoted, subject to his passing the prescribed examination on the first available opportunity.

214J. The promotion of qualified officers may be delayed for misbehaviour, inattention to duty, or unfitness in any special respect. Before an officer's promotion is delayed, a special report upon the case will be submitted to the Minister.

215.

215A.

SECTION 3.—RANK

Brevet Rank

215B. Distinguished service in the field or meritorious or distinguished service of an exceptional nature other than in the field, either at Air Force duty or on the staff, may be

recognized by the grant of brevet promotion to the next higher rank, provided the officer is qualified for promotion to the substantive rank corresponding to the rank to which it is proposed to promote him by brevet.

Honorary Rank

216E. The Honorary rank of Group Captain or Wing Commander may be granted to an officer of the Active Air Force on retirement under the following conditions:—

- (a) He must have exercised as Wing Commander or Squadron Leader, the command of a Wing or Squadron of the R.C.A.F., for at least three years or have held the substantive rank of Wing Commander or Squadron Leader in the Permanent Active Air Force for promotion to the Honorary rank of Group Captain or Wing Commander respectively.
- (b) He must have a total service as an officer of 25 or 20 years for promotion to the Honorary rank of Group Captain or Wing Commander respectively.
- (c) He must have rendered exceptional service to the Air Force in the several Air Force appointments held by him, or to have gained special distinction in the field or in time of emergency, or to have rendered special service to the Air Force outside of the appointment held in the Air Force.

These services will be judged on their merits in each case.

216F. The honorary rank of Group Captain or the honorary rank of Wing Commander may be granted to a person whether he has or has not previously served in the Royal Canadian Air Force, if, in the opinion of the Minister, the granting of such rank is, from an educational or administrative point of view, likely to promote the general efficiency of the Royal Canadian Air Force.

216G. Honorary appointments to formations and units of the Auxiliary Active Air Force may be made as under, subject to the following conditions:

To each Wing.....An Honorary Group Captain

To each Squadron.....An Honorary Wing Commander

- (a) Appointments are purely honorary, confer no right to command and will involve no expense to the public.
- (b) Application must emanate from the Wing or squadron concerned and be submitted to National Defence Headquarters through the proper channel for approval by the Minister.
- (c) The consent of the individual recommended for an honorary appointment will subsequently be sought under authority of National Defence Headquarters.
- (d) An appointment as honorary Group Captain or honorary Wing Commander will be tenable for a term of five years, renewable on application to National Defence Headquarters in the manner described in sub-paragraph (b).
- (e) The age limit for the retirement of honorary group captains or Wing Commanders is not fixed.

216H. (1) Chaplains appointed to the Auxiliary Active Air Force may be granted honorary rank on appointment and be recommended for promotion in accordance with the following:—

- (a) On appointment—Honorary Flight Lieutenant;
- (b) After completing 10 years' commissioned service—Honorary Squadron Leader.

(2) Promotion to the rank of Honorary Wing Commander may be conferred upon an officer holding an appointment as described above for distinguished service in the field, or for meritorious or distinguished service other than in the field, or on retirement with not less than fifteen years' commissioned service and a total of twenty-five years' service.

SECTION 4.—COMMAND, PRECEDENCE, ETC.

Command

217. Command is to be exercised by the Senior Combatant Officer on the Active List present in accordance with paragraph 112B, provided:—

- (a) That an officer appointed to command a District shall subject to the provisions of paragraph 30 of these regulations, exercise such supervision over the

Royal Canadian Air Force localized within the territorial limits of such District as has been hereinbefore laid down.

- (b) That, where an officer has been appointed to the command of a special unit, detachment or force, or has been detailed to perform a special duty, the Minister may direct that he shall exercise such command independently of the O.C. District within whose area the unit, detachment, or force, may be.

218.

219. An officer appointed to command a unit of the R.C.A.F. shall exercise command over any other officers serving therein, irrespective of the date of appointment; all other officers doing duty with their unit shall take rank according to their dates of appointment in that rank, except in cases (other than those of voluntary exchange) in which the Minister may give officers special precedence. All officers serving together with officers of other corps shall take rank according to the dates of their respective appointments in that rank in the Militia and Air Force.

220. The Commanding Officer of a Unit of the Auxiliary Active Air Force will, in his relation to officers and airmen of the Permanent Active Air Force attached for duty, exercise the same powers of command, punishment, etc., as if he were an officer of the Permanent Active Air Force.

220A. When two officers of the same rank have been gazetted to such rank with the same date, their precedence shall, except in the case of an officer appointed to command a unit be determined by the date of their next lower rank.

221.

221A. Officers of the R.A.F. and officers of the Air Forces of the British Dominions beyond the seas, serving in the Royal Canadian Air Force, shall, while so serving, exercise command in the Royal Canadian Air Force by virtue of their Canadian commissions in that Force alone, but, in the granting of these commissions, an endeavour shall be made to confer as far as possible the same rank and command as the officers have enjoyed in their home forces.

222. When officers, warrant officers, non-commissioned officers and men become prisoners of war, the ordinary Air Force relations of superior and subordinate, and the Air Force duty of obedience remain unaltered. Any such prisoner who is guilty of insubordination, or other breach of discipline will be required to answer for his conduct when released.

223.

Precedence

224. The relative precedence of permanent, local and temporary rank is as under:—

- (a) Officers having permanent or local rank will take precedence of all those serving with them having temporary rank of the same grade.
- (b) Local rank granted by the King, carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank, and will have effect so long as the officer is holding the appointment for which it is given.
- (c) An officer, on accepting an appointment in a Unit of the Permanent Active Air Force will be required to relinquish, during such air force employment, any higher rank than that provided for by its establishment, except by brevet, or rank he is already holding in the unit.

224A. The relative seniority of officers of the General, and Non-Flying List of the same permanent rank will be determined by the respective dates of their appointment to that rank in the Royal Canadian Air Force. The senior officer of the General List at a station or in a unit will command, except that, as provided for in para. 225, an Equipment Officer will be appointed to command an Equipment Unit. In the absence of the Commanding Officer, the next senior officer will assume command, subject to conditions laid down in para. 112B. Where two officers of the same rank have been gazetted to such rank with the same date, their relative seniority will be determined under the above rules by the order in which their names appear in the

Current Air Force List. Honorary rank carries with it no executive command. Officers will not be eligible to assume command whilst undergoing courses of instruction.

225. (1) An officer, not being a qualified pilot of the General List will not exercise any command outside his own branch other than over such officers and airmen as may be attached thereto or detailed for duty or treatment under his orders, or specially placed under his command.

(2) Nothing in this regulation will restrict the duty of an officer irrespective of the branch to which he may belong in exercising his authority in the maintenance of discipline by virtue of his commission and rank in circumstances independent of the special functions of the particular branch.

226-233.

234. Officers resigning their commissions will not retain any rank in the service, except by the King's special authority.

235.

236. An officer of The Royal Canadian Air Force Reserve, on being called for service or training, will

- (a) If so called within five years from date of transfer to either of the above Reserve formations, resume the rank and precedence held by him immediately before such transfer.
- (b) If so recalled after a lapse of five years from the date of such transfer, take rank and precedence from the date of recall from either Reserve formation.

237. Rank in the Royal Canadian Air Force Reserve of Officers, in a Reserve Unit of the Royal Canadian Air Force, or on the Retired List, confers no authority to command.

237A. Officers of the Auxiliary Active Air Force, while attached to the Permanent Active Air Force for duty, shall have the same relative status of command and authority as officers of the Permanent Active Air Force of their own rank.

237B. Officers of the Auxiliary Active Air Force, attached for instruction to a unit of the Permanent Active Air Force, will rank among themselves according to their Auxiliary Air Force rank, but on all duties connected with the Permanent Unit during their course of instruction, they will be considered as junior to the permanent officers of the unit to which they are attached.

Tenure of Appointment and Command

237C. (1) Tenure of appointment of Commanding Officers shall be for three years, with the possible extension of one year, and limited to four years; such tenure may, however, be further extended in special cases by the Minister.

(2) An officer, who reaches the age limit, while holding an appointment, the term of which has not yet expired, may be allowed to complete his term before being retired if the Minister decides that such a course is in the interest of the service.

Honorary Aides-de-Camp

238-239.

239A. With a view to conferring a distinction upon selected officers of the Royal Canadian Air Force, the appointment of honorary Aide-de-Camp to the Governor General shall, so far as possible, resemble that of Aide-de-Camp to the King, but such appointments shall not carry with them any advancement in the rank to the officer appointed and shall be vacated on a holder becoming Air Commodore on the Active List.

239B. Honorary Aides-de-Camp will be appointed by the Governor-General for the period during which he holds office, after which their appointments will lapse.

239C. The names of Honorary Aides-de-Camp will be printed in the Militia List under the heading of "Honorary Aides-de-Camp to the Governor-General," and the appointments will be entirely distinct from those of personal Aides-de-Camp or extra Aides-de-Camp to the Governor-General, whose names will be printed in a separate list.

239D. At all ceremonies of State, Honorary Aides-de-Camp will receive their instructions from the Governor-General's Secretary.

SECTION 5.—EXCHANGE, TRANSFER AND SECONDING

240-241.

242. An officer may be permitted to exchange or transfer from one unit to another, but not from the Permanent Active Air Force to the Auxiliary Active Air Force, or vice versa.

242A. Application for exchange or transfer from one unit to another will be submitted in the usual manner for the approval of the Chief of the Air Staff, but, before the officer commanding the unit to which the applicant belongs forwards it, he must procure through the proper channel the approval of the officer commanding the unit to which the exchange is to be made.

243.

243A. An officer on exchange or transfer from the General List to the Non-Flying List of the Royal Canadian Air Force shall retain his seniority in the Air Force List but an officer on exchange or transfer from the Non-Flying List to the General List shall become junior of his rank in that list.

244. An officer under orders to join his unit on, or to embark with any unit for, service abroad will not be permitted to exchange save in most exceptional circumstances.

245-246.

247. An officer exchanging, or transferred from one unit to another either for his own convenience, or on promotion will be required to join his new unit within fourteen (14) days.

Seconded Officers

248.

248A. When an Air Force Officer on the Active List is employed upon any duty not connected with the Royal Canadian Air Force (unless of a purely temporary nature)

he may be seconded. In that case, his name is shown in italics in the Royal Canadian Air Force Lists and another officer may be appointed to fill his place and perform his duties. An officer so seconded will retain his rank, precedence and claim to promotion.

249.

249A. No officer may be seconded, at any time, for a longer period than four years, which period may under special circumstances, be extended one year. Upon the expiration of any period of seconded service, an officer must revert for duty to the Royal Canadian Air Force.

250.

250A. The extra unit employment of officers of the Royal Canadian Air Force, as specialists, and the extension of the periods of such employment, will be specially decided in each case by the Minister.

251. Seconded officers must pass all examinations before promotion. Before an officer on the seconded list is promoted, the Minister will decide whether he is, on promotion, to continue on the seconded list.

251A. The Reserve formations of the Royal Canadian Air Force furnish an additional supply of officers available for special appointments in time of Peace, and to complete the Establishments of the Royal Canadian Air Force in time of War.

251B. The Reserve of Officers of the Royal Canadian Air Force is made up as follows:—

- (a) Graduates of the Royal Military College of Canada and Training Stations of the Royal Canadian Air Force, commissioned as officers of the Active Air Force, unattached.
- (b) Officers of the Active Air Force who are eligible to retire, retaining their rank under Para. 253A.
- (c) Officers, whose past service in the field or during an emergency, may be held to be a sufficient qualification.

- (d) Specially qualified candidates whose appointment has been recommended by the Chief of the Air Staff and approved by the Minister.

251C. (1) Any officer will be considered as qualified for transfer to the Reserve of Officers, Royal Canadian Air Force, with such substantive rank as he may hold at the time in the Active Air Force, exclusive of local or temporary rank or provided he has served with credit subject to the following conditions:—

Have had a total commissioned service of five years (of which three must have been consecutive) and served not less than two years with the rank for which he is recommended on the Reserve.

(2) Service in the R.A.F. or Air Force of the Overseas Dominions during the war 1914-18, will qualify any officer for transfer, from the Active List of the Royal Canadian Air Force to the Reserve of Officers, Royal Canadian Air Force, or for appointment to a commission in the Reserve.

251D. Officers carried on the Reserve of Officers, Royal Canadian Air Force, are subject to retirement under the regulations for age limit as laid down in para. 253A.

251E. Officers of the Royal Canadian Air Force Staff and Permanent Active Air Force, who retire with pension, may be transferred to the Reserve of Officers of the Royal Canadian Air Force with a step in rank in the Reserve, and continue therein up to the age limit of that rank (See Paras. 253A and 253B).

251F. Officers of the Royal Canadian Air Force Staff and Permanent Active Air Force, who retire with or without gratuity, may be transferred to the Reserve of Officers at their own request.

252.

252A. Officers Commanding Districts will keep a list of all officers of the Reserve of Officers resident within their Districts. This list will be specially revised on the 1st April of each year, and a return of the officers then resident within their Districts will be sent by Officers Commanding Districts to Defence Headquarters on the 1st May.

253.

253A. In calculating the age for retirement the highest rank held by the officer concerned, whether substantive or brevet, but not honorary, shall govern the retirement.

253B. (1) To retire retaining the rank of Flying Officer, an officer must have a total commissioned service of five years, of which three must have been consecutive.

(2) To retire retaining the rank of Flight Lieutenant, Squadron Leader, Wing Commander or Group Captain, an officer must, in addition to the minimum service required under (1), have attended two annual trainings in the rank held at retirement. Failing this, an officer will be gazetted out with the rank next below that held at retirement.

(3) A Reserve Officer training annually with a unit may count one year towards retention of rank on retirement for each such training.

(4) A Warrant Officer of the Permanent Active Air Force holding honorary rank may, at the discretion of the Minister, be allowed to retain his honorary rank on retirement irrespective of his length of service in such honorary rank.

254. An officer who applies for permission to retire, or resign his commission, is not to quit his unit or appointment without leave until his name appears in the *Canada Gazette*. Officers subject to compulsory retirement should not be retained on duty after the day preceding the date of such retirement.

SECTION 6.—RETIREMENT AND RESIGNATION

255. (1) An officer shall be liable to be removed from the Royal Canadian Air Force at any time for misconduct.

(2) An officer shall not be permitted to remain in the Royal Canadian Air Force unless, during the first three years of his service, his retention therein is shown to be in every respect desirable.

(3) An officer who has not been guilty of misconduct may, at any time, be called upon to retire or to resign his commission should the circumstances of the case, in the opinion of the Minister, require it.

(4) Any recommendation by a Commanding Officer for the removal of an Officer under sub-paragraph (1) above must be accompanied either (a) by the reply of such officer to a written communication by the commanding officer indicating the action proposed and requesting a statement of the officer's reasons why no recommendation for his removal should be made, or (b) evidence that such a communication as is described has been sent to such officer by registered mail, and a certificate by the commanding officer that he has no reason to believe that such registered communication has not reached the officer, and that no reply has been received within a reasonable time.

(5) Officers adversely reported on under paragraph 213K (2) and whose retirement is recommended are to be retired forthwith.

255A. (1) When an officer applies to resign, retire, or transfer to the Reserve, he will state in his application whether there are any claims against him within his knowledge. The Commanding Officer will forward the application to the Chief of the Air Staff, through the D.O.C., and in so doing, will state whether:—

- (a) All local claims against the officer have been paid;
- (b) There are any outstanding claims, local or other;
- (c) There is any objection to the resignation, retirement or transfer to the Reserve.

(2) As regards (b) above, a certificate will be obtained from the officer responsible for the issue of allowances, and will be transmitted to the Chief of the Air Staff, together with a statement of all advances of pay made to the officer in the preceding three (3) months. (Any advances subsequently made must be specially notified to the Chief of the Air Staff on date of payment.)

(3) When retirement, resignation, or transfer to the Reserve has been approved, or in cases where officers are compulsorily placed on the Reserve, or removed from the Service, the Commanding Officer will state, in addition to (a), (b) and (c) above, whether:—

- (a) The officer has been given a clearance or Handing Over Certificate in respect of public property, stores or accounts in his charge, or has returned to Stores all public stores that were in his custody.

(b) He is aware of any claim, which has arisen or may arise, in connection with the loss of, or damage to, public property, including cash in charge of officer.

(4) In the case of the resignation or retirement of Commanding Officers, the officer taking over the command of the unit will render a certificate to the District Officer Commanding that he is satisfied with the condition of all stores and accounts handed over. In all cases of outstanding claims, the Commanding Officer should take immediate steps to clear up the fact, and, in cases where local recovery is not made, he will report the particulars and amounts to the Chief of the Air Staff as early as possible for recovery.

255B. Commanding Officers will report the names of officers belonging to their unit who are considered medically unfit for service, in order that they may be examined by a Medical Board.

256-257.

Retirement

257A. (1) The normal maximum age of retirement in the rank of Air Vice-Marshal and above will be 60, but the Minister may, at his discretion, retain an officer on the active list beyond that age if deemed to be in the interests of the Service to do so.

(2) Except under special circumstances which include physical fitness tests for the Royal Canadian Air Force, Officers will be compulsorily retired at the following ages which will be calculated from the 1st September in each year:—

	Officers' General List	Officers' Non- Flying List
Air Vice-Marshal..	60	..
Air Commodore....	57	..
Group Captain....	53	60
Wing Commander..	50	57
Squadron Leader..	47	53
Flight Lieutenant..	45	50
Flying Officer.....	45	50
Pilot Officer.....	45	45

Provided, however, that in the case of a Flight Lieutenant, Flying Officer, or Pilot Officer who, between the ages

of 40 years and 45 years, completes 20 years' service which could be reckoned in full for purposes of the Militia Pension Act, retirement may be effected upon the completion of such service.

258. Officers of the Non-flying List of the Permanent Active Air Force appointed from warrant officer's or non-commissioned officer's rank for the undermentioned duties will, irrespective of rank, be retired upon attaining the age of 55 years:—

Armament Officer,
Engineer Officer,
Equipment Officer,
Photography Officer,
Signals Officer,
Physical Training Officer.

258A. In the case of the reduction of the establishment of a Unit officers becoming supernumerary will be absorbed into the first vacancies which occur, but in order not unduly to retard the promotion of Flying Officers, supernumerary Flight Lieutenants will be absorbed only into alternate vacancies, viz: the first, third and fifth vacancies.

258B. When a unit is disbanded and removed from the List of Units of the Royal Canadian Air Force, the officers thereof, except those whose names are specially mentioned as being permitted to retire retaining rank, or to be placed on the Reserve of Officers, cease at the time to be officers of the Royal Canadian Air Force.

259.

259A. Nothing in any of the foregoing paragraphs shall be construed as forbidding the re-employment of Retired Officers should it be desirable in the public interest.

260.

260A. An officer who has retired retaining rank will be liable to be recalled for duty under the terms of such regulations as may, from time to time, be promulgated but he will not be called upon to serve in a rank inferior to that with which he retired.

261.

261A. Officers who have retired retaining rank will, if subsequently re-appointed to the Royal Canadian Air Force, take only such rank, precedence and command as conferred upon them at the time of such re-appointment.

Chapter VII

AIRMEN—ENLISTMENT, ENGAGEMENTS, SERVICE, PRECEDENCE, PROMOTION, TRANSFER AND DISCHARGE

SECTION 1.—ENLISTMENT, EXTENSION OF SERVICE, PROLONGATION OF ENGAGEMENT, RE-ENGAGEMENT AND CONTINUANCE IN THE SERVICE: FORFEITURE AND RESTORATION OF SERVICE TOWARDS ENGAGE- MENT

Enlistment—Generally

262.

262A. Commanding Officers must have complied with the regulations by taking oath of allegiance before they can administer such oath to any officer or airman.

263.

263A. Men who have been discharged from the following forces (1) as unfit for further service, (2) for misconduct, or (3) with a bad character are ineligible for enlistment unless authority for such enlistment be obtained from Defence Headquarters.

Royal Air Force.

Regular Army.

Royal Marines.

Royal Navy.

Royal Naval Reserves.

Territorial Force.

Canadian Permanent Force.

Canadian Naval Service.

Royal Canadian Mounted Police.

Royal Irish Constabulary.

Canadian Air Force.

264.

264A. Men belonging to the Imperial Army Reserve or Navy Reserves or absentees therefrom, are not to be enlisted without special authority from Defence Headquarters.

265.

265A. When a man who has previously served in the Regular Army, Royal Marines, Army Reserve, Royal Navy, Royal North-West Mounted Police, Canadian Militia, Royal Air Force, or any other force, enlists or re-enlists in the Royal Canadian Air Force, he will be required to state the particulars of his former service and cause of discharge and to produce his certificate of discharge.

266.

266A. Officers Commanding units are prohibited from enlisting men who at the time belong to another unit.

267.

267A. When any man belonging to a Corps of the Canadian Militia is discovered to have enlisted improperly in the Royal Canadian Air Force, the case will (after any action required by these regulations in such cases has been taken) be referred to Defence Headquarters for decision as to which branch of the Defence Forces the man is to be held to serve in, except where both are in the same command, when the District Officer Commanding will decide.

268.

268A. When any man belonging to any of His Majesty's Regular Territorial or Naval Forces is discovered to have enlisted in the Royal Canadian Air Force, the case will be referred to Defence Headquarters for disposal.

269.

269A. An intending recruit (except for enlistment in the Special Reserve) must be a British subject. If not so by birth, he will be required to produce evidence that he has become a British subject by naturalization, which evidence or a certified copy thereof, is to be attached to the attestation paper. The fact of taking the Oath of Allegiance is not a sufficient compliance with the law providing for naturalization.

270.

Enlistment—Permanent Active Air Force

271. (1) Enlistments, re-enlistments and re-engagements in the Permanent Active Air Force will be for general service.

(2) Enlistments will not normally exceed the authorized Establishment of the Permanent Active Air Force.

(3) Airmen enlisted or re-engaged in the Permanent Active Air Force must be of good character, be between the ages of 18 and 45 years (warrant officers, flight sergeants and boys excepted) and conform to the standard laid down in the recruiting regulations for the Royal Canadian Air Force. They must be certified by a military or air force medical officer to be physically fit for service in accordance with Royal Canadian Air Force requirements.

(4) In exceptional circumstances airmen of the rank of sergeant or below, after attaining the age of forty-five (45) years, may be re-engaged on receipt of special authority from Headquarters, Royal Canadian Air Force.

(5) Warrant Officers after attaining the age of fifty-five (55) years and flight sergeants that of forty-eight (48) years, are not to be enlisted or re-engaged in the Permanent Active Air Force unless by special authority from Headquarters, Royal Canadian Air Force.

(6) Boys between the ages of 15 and 18 years may be enlisted in the Permanent Active Air Force for a period of five years service and on attaining the age of 18, they will be reclassified as aircraftmen second class or airmen apprentices. Their attestation will be subject to the following conditions:—

(a) That they are physically fit.

(b) That the consent of their parents or guardians will in each case be obtained (on the prescribed form) which shall be under seal with the signature thereto duly witnessed.

(7) Vaccination and re-vaccination, inoculation and re-inoculation, are compulsory for all members of the Permanent Active Air Force. The enlistment of a recruit who signifies his unwillingness to accept one or any of these immunization treatments is not to be completed.

(8) The wives and children of members of Permanent Active Air Force who refuse inoculation and vaccination are not to be permitted to occupy Government quarters if the appropriate air force authority considers that by so doing, they are endangering the health of the station or unit.

(9) When an airman is enlisted, re-enlisted or re-engaged for service in any unit of the Permanent Active Air Force, he will, after passing the medical examination, be attested by a Justice of the Peace or an officer on the active list who has taken the oath under para. 212C of these regulations. Attestation will be recorded on the requisite form in one copy only, on completion of which, it will be forwarded to the officer in charge of R.C.A.F. Records. The date on which the man signs the declaration, takes the prescribed oath, and the date from which his service reckons will be the same.

(10) The oath to be taken by an airman on attestation shall be as under:—

I, A.B., do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty.

Such Oath will not be required to be taken on attestation by a candidate for enlistment, who is a citizen of a foreign country, if, by so doing, that candidate would, under the laws of the country in question, forfeit his citizenship therein.

272. Under the following conditions an airman of the Royal Canadian Air Force, with less than eighteen months of his current engagement to serve, is to be re-engaged for a further period of three years from the date of the expiration of his then current engagement:—

- (i) Before proceeding to the United Kingdom for instruction, or
- (ii) Before being transferred to a Royal Canadian Air Force Station, which is more than 1,500 miles distant from his present station, except in cases where such transfer is to a station nearer the place to which free transportation is admissible on discharge than the present station of such airman.

Para. 272, line two, *delete* the word “ eighteen ” and *insert* the word “ thirty.”

Line four, *delete* the word “ three ” and *insert* the word “ five.”

NOTE.—The above amendments will come into effect on April 1st, 1939, and will apply only to enlistments or re-engagements carried out on or subsequent to that date.

The provisions of the aforesaid paragraphs as they stood prior to the said amendments becoming effective, will apply to airmen attested or re-engaged prior to April 1st, 1939, in respect of their period of engagement under such attestation or re-engagement.

272A. An Airman re-engaging in the Permanent Active Air Force will serve on his original attestation to which will be attached the Re-engagement Form duly completed.

272B. When an airman is considered medically unfit to re-engage, a Medical Board will be assembled to decide whether or not such is the case.

Reckoning Service—Permanent Active Air Force

273.

273A.

273B. (1) An airman serving on his original engagement (i.e. the term of his original enlistment, including any extension thereof) forfeits the whole of his prior service, and is liable to serve for the term of his original engagement, including any such extension, reckoned from the date of conviction or of the order dispensing with his trial:—

(a) On conviction by court-martial of desertion or fraudulent enlistment.

(b) If liable to trial, upon his trial being dispensed with on confession of desertion or fraudulent enlistment.

(2) Similarly an airman serving on a re-engagement shall, on conviction by court-martial of desertion or fraudulent enlistment or, being liable to trial, on his trial for either of these offences being dispensed with by competent Air Force authority, forfeits all prior service rendered by him during the period of such re-engagement (i.e. from the day following that on which he completed the term of his original enlistment, including any extension thereof) and is liable to serve for the term of his re-engagement, reckoned from the date of conviction or of the order dispensing with his trial.

(3) Service so forfeited may, subject to the following limitations, be restored:—

(a) Upon promotion to the rank of Sergeant.

(b) Upon completion of three years clear of service entry, to reckon from the termination of any period of detention or imprisonment.

(4) Upon becoming eligible as above, an airman will be required to elect whether he will, or will not, reckon his former service. The choice will be entered in his records of service, and will not be altered subsequently.

(5) The service to be restored will be:—

(a) In cases of desertion,—

(i) If the airman was serving on his original engagement at the date of desertion, the amount actually reckoned at date of desertion.

(ii) If serving on a re-engagement at the date of desertion, the amounts actually reckoned toward completion of such re-engagement at the date of desertion.

(b) In cases of fraudulent enlistment,—

The amounts of service between the date of last fraudulent enlistment and the date of disposal of offence, which were forfeited upon conviction or dispensation with trial.

(6) This paragraph is sufficient authority for the restoration of forfeited service as provided for above, and will be quoted in records of service accordingly. Cases not covered by the above rules, in which the airman,—

(a) Has performed good and faithful service, or is otherwise deemed to merit the restoration of his forfeited service; or

(b) Has been recommended by a court-martial for the restoration of his forfeited service,
may be submitted for the consideration of the Defence Council.

Enlistment—Auxiliary Active Air Force

274. (1) Enlistments, re-enlistments and re-engagements in the Auxiliary Active Air Force will be for general service.

(2) Enlistments will not normally exceed the authorized Establishment of the Auxiliary Active Air Force Unit concerned.

(3) The period of service laid down by these regulations is three years.

(4) The periods of service of warrant officers and airmen of the Auxiliary Active Air Force is limited as follows:—

Warrant officers, flight sergeants, sergeants, corporals and bandsmen, 7 periods, 21 years.

Aircraftmen (except bandsmen)—4 periods, 12 years.

(5) Airmen enlisted or re-engaged in the Auxiliary Active Air Force must be of good character, be between the ages of 18 and 45 years (warrant officers, flight sergeants, sergeants and bandsmen excepted) and conform to the standard laid down in the recruiting regulations for the Royal Canadian Air Force. They must be certified by a military or air force medical officer to be physically fit for service in accordance with Royal Canadian Air Force requirements.

(6) Warrant officers, flight sergeants, sergeants and bandsmen may be re-engaged up to 55 years of age.

(7) When an airman is enlisted, re-enlisted or re-engaged for service in any unit of the Auxiliary Active Air Force, he will, after passing the medical examination, be attested by a Justice of the Peace or an officer on the active list who has taken the oath under para. 212G of these regulations. Attestation will be recorded on the requisite form in duplicate, on completion of which, one copy will be forwarded to the officer in charge of the R.C.A.F. Records. The date on which the man signs the declaration, takes the prescribed oath and the date from which his service reckons will be the same.

(8) The oath to be taken by an airman on attestation shall be as under:—

I, A.B., do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty.

(9) An airman re-engaging in the Auxiliary Active Air Force will serve on his original attestation to which, and to the duplicate thereof, will be attached the Re-engagement Form duly completed.

275. The following classes of men will not be eligible for enlistment or re-enlistment:

- (a) Men discharged,
 - (i) as unfit,
 - (ii) for misconduct or inefficiency,
 - (iii) with a character of fair or below, from the Royal Canadian Navy, or any Corps of the Permanent or Non-Permanent Active Militia, or Reserves of these Forces.
- (b) Men who have been convicted of a serious offence by the Civil Power.
- (c) Men who are not both of pure European descent and the sons of natural born or naturalized British subjects.

Careful inquiries should be made before a recruit, whose nationality is doubtful, is enlisted.

276. Transfers of airmen between units of the Auxiliary Active Air Force may be arranged under authority from National Defence Headquarters. Applications for such transfers must be supported by a certificate from both commanding Officers concerned signifying their concurrence in the transfers. These transfers are to be made the subject of an appropriate entry in the Daily Routine Orders of each formation. The original Air Force number allotted to an airman will be retained for the duration of his service. No expense to the Public is to be involved.

Enlistment—Special Reserve

277. To be eligible for enlistment into the Special Reserve an applicant must:—

- (a) have reached his 18th birthday and not have exceeded his 50th; provided that the Minister may authorize the enlistment of suitably qualified personnel who exceed the maximum age limit herein.

(b) be of good character.

(c) be assessed medically fit according to existing medical regulations as applicable for his type of employment.

278. Enlistment will be for general service, and the term of service will be for any emergency, i.e., war, invasion, riot, insurrection, real or apprehended, so declared by competent authority, together with the necessary period of demobilization.

279. (1) Successful applicants, with the exception of those indicated in sub-paragraph (2), are required to take the following oath on attestation:—

“I, _____, do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty.”

(2) An applicant who is a citizen of a foreign country will not be required to take the oath of allegiance on attestation if, by so doing, such applicant would, by the laws of his country, forfeit his citizenship therein.

280. Airmen of the Special Reserve will be subject to the same regulations and orders as airmen of the Permanent Active Air Force to the extent that such are not inconsistent with the special conditions of service obtaining in the Special Reserve.

281.

SECTION 2.—RANKS, APPOINTMENTS, PRECEDENCE, PROMOTIONS AND EMPLOYMENT

Rank and Appointment

282. (1) For purposes of organization and discipline, airmen are promoted or appointed to ranks in accordance with their capabilities for command, their service experience and their technical and educational qualifications. These ranks are as follows:—

Warrant Officers, Class I

Sergeant Major, 1st Class.

Warrant Officers, Class II

Sergeant Major, 2nd Class.

Non-Commissioned Officers

Flight Sergeant,
Sergeant,
Corporal.

Aircraftmen

Leading Aircraftman,
Aircraftman, 1st Class,
Aircraftman, 2nd Class.

Miscellaneous

Aircraft Apprentice.
Boy.

(2) Reclassification of aircraftmen will be carried out by officers commanding units. A.C. 2 and A.C. 1 may only be reclassified to A.C. 1 and L.A.C. respectively, to fill vacancies in the establishment of the Unit concerned.

282A. (1) The Minister and, on active service, the officer commanding-in-chief in the field (whether he be an officer of the Navy, Army or Air Force) and any flag, general, or air officer whom the Minister or such officer commanding-in-chief may appoint, may reduce any warrant officer or non-commissioned officer to any lower grade, or to the ranks, either for misconduct or inefficiency.

(2) The Minister and, on active service, any such officer as described in clause 1, may order the reclassification of an aircraftman within his group for misconduct or inefficiency.

(3) The Minister and, on active service, any such officer as described in clause (1), may, with or without reduction or reclassification, remuster any airman to another trade or group for inefficiency.

(4) Any order for reduction or reclassification will state whether such reduction or reclassification is for misconduct or inefficiency, and when reduction is to the ranks, the class in the ranks to which the airman is reduced.

(5) A warrant officer or non-commissioned officer who is sentenced by court-martial to be reduced to the ranks shall be deemed to be reduced to the highest classification in the ranks which he held prior to promotion to non-commissioned rank.

(6) A warrant officer or non-commissioned officer who is sentenced by court-martial to be reduced to the ranks, where sentenced by court-martial to penal servitude, imprisonment, detention or field punishment, shall be deemed to be reduced to the highest classification in the ranks which he held prior to promotion to non-commissioned rank.

(7) Where an airman is reduced or reclassified under clauses (1) or (2), he shall not be reduced or reclassified to a rank or class in the ranks actually or relatively lower than that in which he originally enlisted in the Royal Canadian Air Force.

(8) Save where in exceptional circumstances the Minister so directs, an airman will not be remustered to a trade in a group below that in which he originally enlisted unless he voluntarily consents in writing to be so remustered.

(9) If an airman is considered by his Commanding Officer to be inefficient in his trade or in his rank, he is to be reported to the air or other officer commanding, who is to cause the airman to be examined by a trade test board. If the board reports adversely on the airman, the air or other officer commanding, if he has power to dispose of the case under clause (1), (2) or (3) may:—

- (a) Reduce a warrant officer or non-commissioned officer in rank within his present group or trade, or
- (b) Reclassify an aircraftman within his present group or trade, or
- (c) Remuster the airman to another trade in which he is considered qualified and suitable in his existing rank, or to standard (general duties); or
- (d) Remuster the airman to another group, with or without reduction or reclassification.

(10) If the air or other officer commanding has no power to dispose of the case under clauses (1), (2) or (3), he is to refer the matter to Air Force Headquarters.

282B. (1) A Commanding Officer may order any non-commissioned officer or aircraftman holding any appointment or acting rank to revert to his permanent rank or to any intermediate rank.

(2) Such an order shall not be made on account of inefficiency or unsuitability in the case of a non-commissioned officer whose permanent rank is higher than that of Corporal, without the previous sanction in writing of the Chief of the Air Staff.

(3) Any non-commissioned officer reverted hereunder to his permanent rank will be absorbed into the first vacancy.

(4) Reduction from permanent rank is dealt with by sentence of court-martial or under para. 282A of these regulations.

283.

283A. When an N.C.O. who has been removed from his appointment is not in every respect fully qualified to perform the ordinary duties of his permanent rank, application may be made to Defence Headquarters for reduction to a lower rank.

284.

284A. The position of warrant officers is inferior to that of all commissioned officers, but superior to that of all non-commissioned officers. Warrant officers of the Permanent and Auxiliary Active Air Force shall be created as follows:—

Warrant Officers, Class I

- (a) Warrant officers, Class I, to be appointed by warrant, signed by the Minister and hold their rank during pleasure.

Warrant Officers, Class II

- (b) Warrant rank Class II shall be granted to non-commissioned officers not below the rank of sergeant, to hold one of the appointments in an authorized establishment, according to the list of rank and appointment shown under "Warrant Officers, Class II," in para. 282.

284B. Non-commissioned officers, upon being promoted or appointed to, the ranks and appointments shown under Warrant Officers, Class II, in paragraph 282 automatically become Warrant Officers, Class II. A notation will be made accordingly in each case in Part II Orders of the Unit.

284C. (1) Subject to airmen being qualified in all respects and vacancies existing in the authorized establishments, submissions for their promotion to the rank of Warrant Officer, Class I for a probationary period of one year will, if recommended by their Commanding Officer and the Chief of the Air Staff be submitted to the Minister for approval. A certified true copy of the attestation paper of the airman concerned will accompany each recommendation.

(2) Upon the termination of the probationary period, the Chief of the Air Staff will, subject to the receipt of a favourable report from the Commanding Officer concerned, recommend to the Minister that the promotion of such Warrant Officers be confirmed and that they be granted a warrant.

(3) Should an adverse report be received on the termination of the probationary period, the Chief of the Air Staff will recommend to the Minister either that the probationary period be extended or that the airman so reported upon be reverted to the rank he held immediately prior to promotion to Warrant Officer, Class I, on probation.

(4) When the force is placed on Active Service, the Minister may authorize promotion to warrant rank in any case for which no provision for such promotion is made in the preceding sub-paragraphs.

284D. Promotions to Warrant Officer, Class II, will be authorized by the Chief of the Air Staff. Promotions will be subject to airmen being qualified in all respects and vacancies existing in the authorized establishments.

284E. A seniority roster of all Flight Sergeants, by trades, will be maintained by Headquarters, R.C.A.F. for the purpose of promotion to the rank of Warrant Officer, Class II.

284F. (1) Promotion to the rank of Warrant Officer, Class II will, for a period of six months, be provisional (paid).

(2) Upon the termination of the provisional period, the Chief of the Air Staff will, subject to the receipt of a favourable report from the Commanding Officer concerned, confirm such promotion.

(3) Should an adverse report be received on the termination of the provisional period, the Chief of the Air Staff will either extend the provisional period or take action under para. 286C.

285. The order of precedence of warrant officers, non-commissioned officers and aircraftmen is laid down in para. 282.

286. (1) Confidential Reports on all Warrant Officers are to be submitted as follows, using Form R.C.A.F. R.153.

(a) Bi-annually on the 15th June and 15th December.

(b) When a Warrant Officer is posted from one unit to another, after March 1.

(c) At any other time upon the request of Air Force Headquarters.

(2) Annual reports are to be submitted to the R.C.A.F. Records Officer.

(3) On posting from one unit to another after March 1 in any year, a Confidential Report on the Warrant Officer is to be completed and attached to his file and forwarded to the new unit. This report is to be attached to the Warrant Officer's next annual Confidential Report. Officers preparing such reports are to state "On Posting" at the top of the form.

(4) The R.C.A.F. Records Officer will scrutinize and employ the information included in the reports to assist in postings, selection for courses, etc., and will also submit individual reports to Air Force Headquarters as necessary. The reports will at all times be available for use at Air Force Headquarters when selections for commissions or promotions to Warrant Officers are made.

(5) The completed report will be seen and initialled by the Warrant Officer concerned.

286A. All promotions to the rank of Corporal, Sergeant and Flight Sergeant will be made by the R.C.A.F. Records Officer, who will maintain a promotion roster for all trades. Promotion will be subject to airmen being qualified in all respects and vacancies existing in the authorized establishments.

286B. (1) Promotion to the rank of Corporal, Sergeant and Flight Sergeant will, for a period of six months, be provisional (paid).

(2) Upon the termination of the provisional period, the R.C.A.F. Records Officer will, subject to receipt of a favourable report from the Commanding Officer concerned, confirm such promotion.

(3) Should the Commanding Officer concerned on the termination of such provisional period, report that the airman has failed to pass any prescribed examination, or has not efficiently and satisfactorily performed the duties of his higher rank during the said provisional period, the R.C.A.F. Records Officer will either extend the provisional period, or recommend to the Chief of the Air Staff that action be taken under Para. 286C.

286C. The Chief of the Air Staff shall have authority to revert to his former rank any airman, exclusive of a Warrant Officer Class I, who during the provisional period of his promotion fails to pass the examinations prescribed or to perform efficiently and satisfactorily the duties of the rank to which he has been provisionally promoted.

287-300.

301. (1) Subject to the recommendation of the Commanding Officer, and the approval of a competent authority, a warrant officer or non-commissioned officer may resign his rank, and revert to such lower rank as the approving authority may direct.

(2) The approving authority for Warrant Officer Class I is the Minister and for all other airmen, the Chief of the Air Staff.

(3) Where the application to revert to a lower rank is for the purpose of escaping trial by court-martial, the circumstances must be fully notified to the approving authority.

302.

302A. A non-commissioned officer will not be promoted to the rank of Sergeant (except Orderly Room Sergeant, pay-sergeant or sergeant cook) in a combatant unit of the Permanent or Auxiliary Active Air Force unless he is in possession of a certificate from a school of Air Force instruction, or has served actively for at least one year in any of His Majesty's Forces.

303-304.

305. A warrant officer or N.C.O. reduced to a lower rank will take rank and precedence in the lower rank from the date of the signing of the original sentence of court-martial or, in the case of reduction by order from Defence Headquarters (para. 301 (3)) from the date approved in such order. If a sentence or reduction passed by a court-martial is wholly remitted, the warrant officer or N.C.O. will, if no service is forfeited, retain his seniority.

306.

Airmen Pilots

307. (1) An airman, not below the class of leading aircraftman or above the rank of Sergeant in the trades authorized in Air Force Orders will be eligible for selection to undergo training to qualify as pilot, subject to his fulfilling the following conditions:—

- (a) He must be below the age of 25 at the time of commencing training, except in the case of an airman who has completed at least one year's service after qualifying as an air gunner, who must not be over 28 years of age at the commencement of training.
- (b) He must be unmarried.
- (c) He must be passed medically fit for flying duties.
- (d) If he is a leading aircraftman, he must be eligible for and recommended by his C.O., for promotion to the substantive rank of Corporal.
- (e) He must be recommended by his C.O., as possessing those qualities likely to make him an efficient pilot. A notation that an airman has been recommended by his C.O., for training as an airman pilot, will be made on the Record of Service under the heading "Capabilities, other than Trade Classified."
- (f) Prior to commencement of training, he must re-engage for a further period of three years from the date of expiration of his then current engagement.

(2) C.O.'s of units will forward so as to reach N.D.H.Q., by the 1st January in each year, a list of airmen (not exceeding the number laid down from time to time by

N.D.H.Q.) recommended for selection for training as pilots, the list to be arranged in order of recommendation. When forwarding recommendation, C.O.'s will ensure that all airmen whose documents have been annotated in accordance with sub-para. (1) (e) are considered if eligible and still thought to be suitable. The medical officer will make an examination of the airmen's fitness, the standard of medical fitness in force for officers of the general list employed on flying duties being applied, and will complete the form laid down in Air Force Orders. The C.O. will complete the requisite information in regard to the candidate on the prescribed form of recommendation which, together with the medical examination report, will accompany the return to N.D.H.Q.

(3) The provisions of para. 392 (3) and (4) shall not apply to an airman pilot during the period of his current engagement or re-engagement referred to in sub-para. (1) (f).

(4) On completion of his training, an airman will be promoted to Corporal and Acting Sergeant (paid) (if not already holding that rank) notwithstanding that he may not have passed the Sergeants' Promotion Examination, and will be remustered as pilot.

(5) Airmen pilots of each graduating class will take precedence among themselves according to their seniority in substantive rank and will be placed at the bottom of the trade roster of airmen pilots.

(6) A qualified airman pilot will wear the flying badge and will be posted to fill a vacancy in the establishment of a suitable unit for employment on full flying duties. He will perform the normal duties of his rank, and, if required, of his basic trade when not flying. He may, at the discretion of his C.O., be detailed to assist officers employed on such duties as armaments, photographic and air pilotage and will be eligible to attend short technical courses in armament, air pilotage, signals and photography and when so qualified, may be used on such duties in addition to flying duties. An airman pilot will not, normally, be selected for a short course within two years of the completion of his normal period of employment as a pilot.

(7) An airman pilot whilst serving as such will be medically examined in the same circumstances and under the same procedure as laid down for an officer pilot in Air Force Orders.

(8) An airman pilot, although remustered as pilot on completing his flying training, will, if he is a Corporal or Sergeant, remain on the roster of his previous rank and basic trade. A leading aircraftman promoted to Corporal on graduation as a pilot will take seniority on his basic trade roster as Corporal from the date of such promotion. An airman pilot may be promoted from Corporal to Sergeant in his turn on the basic trade roster if he has passed the Sergeants' Promotion Examination and is recommended by his C.O. for the rank of Sergeant in that trade.

(9) An airman pilot may be promoted to Flight Sergeant only—

- (a) On remustering to his basic trade to fill a vacancy in that trade for which he is eligible and recommended by his C.O.
- (b) In exceptional circumstances when it is necessary to retain him as an active pilot and a vacancy exists in his basic trade for which he is eligible and recommended.

(10) An airman who qualified as a pilot prior to January 1st, 1934, will be remustered to his basic trade on reaching the age of 40 unless he is recommended for promotion and remustered to that trade earlier and accepts this promotion. If he does not wish to accept promotion under this sub-para., he may continue as an airman pilot and will be passed over for promotion in his basic trade.

(11) An airman who qualifies as a pilot after January 1, 1934, will, in normal circumstances be remustered to his basic trade after six years' service as a pilot, reckoned from the date of graduation, unless he is returned to his basic trade earlier under the provisions of sub-para. (9) (a). At the expiration of his flying service he will be remustered to his basic trade but will retain the substantive rank to which he may have been promoted on or subsequent to his qualifying as a pilot.

(12) In exceptional circumstances or in emergency, an airman who has qualified as a pilot may be retained on or recalled to flying duty for any period up to his 40th birthday. This service will not bar him from the normal promotion he might have acquired had he been employed in his basic trade. An airman recalled from his basic trade for employment as a pilot will retain his substantive rank.

(13) An airman pilot remustered to his basic trade under sub-para. (9) (a) and (11) will keep in flying training until reaching the age of 40 years. The entry in orders promulgating the remustering will contain a statement that the airman is to be retained in flying practice and a note to this effect will be made on his record of service. An entry in orders and a note on the record of service will also be made when the airman ceases to be liable for flying duty in an emergency. C.O.'s will ensure that such airmen, in addition to carrying out their normal duties maintain themselves in regular flying practice and complete not less than the minimum number of flying hours laid down in Air Force Orders.

(14) An airman pilot assessed permanently unfit for flying duties either on medical grounds or by any reason of unfitness occasioned by circumstances not within his own control will be remustered to his basic trade effective the date of such assessment and will retain his substantive rank.

(15) An airman pilot assessed unfit for flying duty by reason of unfitness occasioned by circumstances within his own control or misconduct, will be remustered to his basic trade effective the date of such assessment either with, or without reduction in substantive rank as may be decided by the Minister.

(16) An airman pilot will be designated on all official documents as "PILOT (Carpenter, A.R.)" or "PILOT (Fitter, A.E.)" etc., according to his trade mustering. While retained in flying practice under sub-para. 13 after remustering to his basic trade an airman will be designated as "Carpenter, A.R. (Pilot)" or "Fitter, A.E. (Pilot)," etc.

(17) (a) An annual report on the flying ability of each airman pilot borne on the strength of a unit on the 15th December, will be prepared and forwarded

to N.D.H.Q., after it has been shown to and initialled by the airman reported on. Reports need not be rendered on airmen pilots undergoing initial flying training, the training report rendered at the conclusion of the course being accepted in lieu.

- (b) If an airman pilot is posted from one unit to another on or after March 1, the C.O., of the previous unit will forward a report to the C.O., of the new unit for attachment to and ultimate transmission with the annual report.
- (c) The C.O., of a unit to which an airman pilot is attached for temporary duty is to forward a report to the C.O., of his permanent unit in time to be embodied in the annual report.

Air Observers

308. Airmen not below the class of Leading Aircraftmen or above the rank of Sergeant may be selected to undergo training as an Air Observer, subject to such conditions as may be promulgated from time to time in appropriate R.C.A.F. Orders.

309-376.

SECTION 3.—DISCHARGE

General Instructions

377.

377A. Discharges from the Auxiliary Active Air Force will simply be a record of service (form prescribed) and will not include reference to character, except in cases where airmen have grossly misbehaved or have shown an utter lack of Air Force qualities such as subordination, when the discharge shall be endorsed in red ink "has not proved himself a good airman".

377B. In cases of mobilization or embodiment of an Auxiliary Active Air Force Unit for a period of three months or over, or when an emergency, i.e., war, invasion, riot or insurrection, real or apprehended, exists, and for the period of demobilization after the said emergency ceases to exist, discharges from the Auxiliary, the Reserve or the

Special Reserve Air Forces will be carried out under the same procedure as prescribed for the Permanent Active Air Force.

378.

379. Upon the discharge of an airman at the termination of his engagement, if the Medical Officer in charge of his unit reports that he is suffering from a disability which would lessen his earning powers in civil life, a medical board will be assembled to determine the cause of his disability, its probable duration and the amount of the incapacity at the time. His discharge documents with the proceedings of the Medical Board will be submitted to Defence Headquarters to determine whether or not he has any claim upon the public.

380-390.

Discharge—Permanent Active Air Force

391. (1) An airman has not a right to claim discharge before completion of the period of his engagement, except under the provisions of para. 392 (3), (5) and (6).

(2) Discharge under the provisions of para. 392 (4) may be permitted as an indulgence only, when the exigencies of the service permit.

(3) The discharge of an airman is to be carried out by the time the airman becomes due for discharge. In exceptional cases, where it is not possible to carry out the discharge of the airman by the time it is due, the discharge must then be carried out with all convenient speed.

(4) In the case of an airman brought forward for discharge who, by reason of length of service, is eligible for a pension under the Militia Pension Act, the District Officer Commanding, Air or other Officer Commanding an Air Command or the Chief of the Air Staff, where applicable, shall, for the purpose of complying with the provisions of Section 16 of the Militia Pension Act, assemble a Board of three officers, the rank of one of whom shall not be lower than that of Squadron Leader. The Board shall certify as to the airman's length of service, his conduct and that evidence has been adduced before it which justifies the granting of a pension. The airman concerned shall be

required to sign a statement indicating either that the record of service set out in the board proceedings shows all the service that he claims for purposes of pension, or that it does not do so and that he claims additional service which he will set out in his statement.

(5) In the case of an airman granted leave under para. 1311A, of these regulations, the Proceedings on Discharge are to be completed before the airman proceeds on such leave and the airman is not to be required to return to his station.

(6) The discharge of an airman will not be delayed on account of missing or incomplete documents; nor on account of any claim he may make against the public. If the airman's certificate of character, etc., has not been assessed, the airman will be given a memorandum informing him that his certificate will be forwarded to him. Every effort must be made to deal with any claims the airman may have before his discharge is carried out.

392. All discharges of Airmen during peace time will be carried out according to the procedure prescribed for discharge of the class under which the discharge takes place, as shown in this paragraph, but the discharge of a warrant officer, except as expressly provided for in this paragraph, will only be effected under instructions of the Minister.

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(1) Having been irregularly enlisted.....	C.A.S.....	O.C.....	When it is found that a recruit has been irregularly attested, a report of the case together with the recruit's attestation paper, is to be furnished to C.A.S.
(2) Not being likely to become an efficient airman for any one or more of the following reasons:— (a) If rejected by Medical Officer and O.C. Unit. (b) if passed by Medical Officer but rejected by O.C. Unit stationed away from place where medical examination took place. (c) Recruits within three months of enlistment who are considered unfit for service.	O.C..... C.A.S..... C.A.S.....	O.C..... O.C..... O.C.....	In discharge under (a) and (b) the form of proceeding on Discharge will be dispensed with and discharge will be carried out on the man's attestation paper. Under (c) a medical officer is to report (at the end of each month) to the C.O., who will apply for a medical board. If the man is found unfit, the O.C. will discharge the man without delay, and an extract from the report of the Medical Board will be attached to the discharge documents. A recruit admitted to hospital prior to completing three months' service and found to be of defective intelligence, but not actually insane, will also be discharged under (c). A recruit considered by his C.O. undesirable on account of conduct and thus not likely to make an efficient airman, may be discharged under (c), subject to the approval of the C.A.S.

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(<i>d</i>) Recruits who having undergone a course of physical training are recommended by a board of officers to be discharged.	O.C.....	O.C.....	Under (<i>d</i>) extract of the proceedings and finding of the board should be attached to the discharge documents.
(<i>e</i>) Recruits unfitted for the duties of an instructional unit.	C.A.S.....	O.C.....	The special instructions under (<i>a</i>) and (<i>b</i>) are also applicable to men to be discharged under (<i>e</i>).
(<i>f</i>) Boy, who on reaching 18 years of age, is considered physically unfit for the ranks.	O.C.....	O.C.....	Under (<i>f</i>) the C.O. will report to the C.A.S. who will arrange for the boy's examination by the Medical Board.
(3) Having claimed his discharge on payment of \$80 within three months of his attestation.	O.C.....	Discharge under this sub-paragraph cannot be claimed if applicant's unit is on, or warned for, active service.
(4) At his own request after three months' service on the payment of:— (<i>a</i>) Three year engagement—\$4.00 per month of unexpired service. (<i>b</i>) Five year engagement—\$2.50 per month of unexpired service.	O.C.....	O.C.....	The \$80 must be paid to the C.O. within three months of the date of attestation. Directly the money is received the discharge must be carried out. Conditions of para. 393A must also be complied with.
(5) Having claimed his discharge for purposes of pension.	C.A.S.....	O.C.....	Conditions of para. 393A must be complied with if discharge is carried out before the expiration of first year of service.

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(6) Having made a misstatement as to age on enlistment and being—	Discharge under this heading applies to airmen who stated their age as 18 years or upwards, and for whose discharge application is made by the parents or guardian. Where the discharge is carried out under this section the airman, his parent or guardian must deposit with the Commanding Officer \$15 for depreciation of value in clothing and necessaries, if the application is made within three months of enlistment. If the application for discharge is made after three months' service, the airman will be discharged under para. 392, section 4.
(a) Under 17 years of age at date of application for discharge, or	O.C.	O.C.	Para. 393A will be complied with in so far as airmen discharged under Sections 6, 6(c) and 6(b) are concerned (a) If the man is under 17 years of age, the C.O. will, if satisfied that the birth certificate produced refers to the airman in question, proceed with the discharge without further reference. (b) If between 17 and 18 years of age, the application will be submitted for the decision of the C.A.S., together with the following documents:— (i) Parents' application. (ii) Certificate of birth, certified by C.O. as referring to airman in question. (iii) Airman's duplicate attestation. (iv) Airman's statement as to whether or not he wishes discharge. (v) Report obtained by C.O. from reliable sources as to number and circumstances of airman's family, if such is made a point in application for discharge.
(b) Between 17 and 18 years of age at date of application for discharge.	C.A.S.	O.C.	

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(7) Having been convicted by the Civil Power of.....or of an offence committed before enlistment.*	C.A.S.....	O.C.....	Every conviction for an offence of a felonious nature will be referred to the C.A.S. The special instructions under (8) are also applicable to men to be discharged on conviction by Civil Power. If it is considered advisable to discharge an airman who has been bound over to come up for conviction or judgment in a civil court, his case will be dealt with under class (8).
*Only applicable to convictions during the airman's service.			
(8) For misconduct.....	C.A.S.....	O.C.....	Application accompanied by conduct sheet (or copy) and copies of civil convictions to be made to the C.A.S., who will authorize the discharge if he thinks it desirable to do so. It should be stated if the man is thought to have misconducted himself with a view to discharge. In case of conviction by a court-martial or by civil power, in consequence of which the discharge of the man is desirable, the application should be made as soon as the man is sent to prison. The discharge certificate confirmed for the date of despatch will be sent to the Governor of the prison in which the man is confined.
(9) The termination of his period of engagement.	O.C.....	The discharge should be confirmed for the day on which the airman completes his engagement or as soon after as possible.

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(10) (a) Physically unfit for any form of air force service.	A.O.C. or D.O.C.	C.O.	A medical board is the proper authority to pronounce that an airman is physically unfit for further air force service. Where the airman concerned has completed 15 but less than 20 years qualifying service towards pension, the medical board must meet the requirements of Sec. 18 of the Militia Pension Act. See Para. 398.
(b) Physically unfit for air force service under existing standards.	C.O.	C.O.	An airman who has not sufficient service to be eligible for pension and who is found to be physically unfit to re-engage will be dealt with under this heading. See Para. 398.
(11) Having been sentenced to be discharged with ignominy.	O.C.	The discharge to be carried out at once and the certificate to be sent to the Governor of the prison, if convicted in civil gaol.
(12) Having become unfit for his special duties.	C.A.S.	C.O.	
(13) His services being no longer required	C.A.S.	O.C.	Only applicable to:— (a) Airmen who cannot be discharged under any other heading. (b) Boy.
(14) Having reached the age limit for discharge.	O.C.	O.C.	An airman who is also medically unfit will be discharged under sub-para. 10.

Cause of Discharge	Officers competent to		Special Instructions
	Authorize Discharge	Confirm Discharge	
(15) Having completed.....years' service.	C.A.S.....	O.C.....	Applicable to airman who is discharged to pension before completion of re-engagement.
(16) To take up Civil Employment.....	C.A.S.....	O.C.....	Applicable to (a) an airman serving within three months of the termination of his current engagement and for whom the employment cannot be held open. (b) An airman who has been offered a Federal Government Civil Appointment. In both cases applications must be supported by documentary proof.
(17) On compassionate grounds.....	C.A.S.....	O.C.....	Application for discharge under this sub-para. is limited to extreme compassionate grounds and may be submitted only when real distress is urged as the result of the airman's retention in the Service. Every application must contain a statement of facts relied on to prove eligibility, the correctness of which, must be verified by a signature of a responsible person, e.g., Mayor of Municipality, Magistrate, Justice of the Peace, Clergyman, Officer not below substantive rank of Wing Commander or any corresponding rank in Navy or Militia on the Active or Retired List.
(18) On appointment to a Commission....	C.A.S.....	O.C.....	

Application for discharge in cases other than those specified in the preceding table will be submitted to Defence Headquarters.

392A. When an emergency, i.e., war, invasion, riot or insurrection, real or apprehended, exists, and for the period of demobilization after the said emergency ceases to exist, the authorization of discharges, under the conditions prescribed in the preceding table, is delegated to the Air or Other Officer Commanding in lieu of the C.A.S., as applicable.

Disposal of Airmen on Discharge from the Permanent Active Air Force

393. Instructions as to transport to his home for an airman on discharge will be found in Para. 97 Pay and Allowance Regulations.

393A. Discharge by purchase during the first year of service will be conditional upon the refund by the applicant of any amount received by him for transport under the Pay and Allowance Regulations.

393B. A separate return is to be sent by the Commanding Officer to Defence Headquarters at the end of each month, showing the unit, number, rank and name of each airman so discharged during the month, the date of his discharge, the unexpired portion of his engagement, and the amount paid therefor.

394-397.

397A. To prevent the re-enlistment of a man discharged from the Permanent Active Air Force for misconduct, the confirming officer will (as soon as the man is discharged) transmit to all Commanding Officers of the Permanent Active Militia and Permanent Active Air Force the name and a description of the man so discharged.

397B. Instructions as to disposal of documents will be found on the "Proceedings on Discharge."

398. When an airman is considered to be unfit for service by the Officer i/c a hospital or a Station Medical Officer, an application will be made to the Principal Medical Officer concerned to arrange for the airman to be examined by a medical board. Should the airman be found unfit for further service, the Officer Commanding the Air Command

or District Officer Commanding, or Commanding Officer as applicable, will authorize discharge under Para. 392 (10), (a) or (b), as the case may be.

399. Every airman shall be examined by a medical board prior to discharge from the Permanent Active Air Force. The Proceedings of such boards, after approval at National Defence Headquarters, will, in due course, be forwarded to the R.C.A.F. Record Office for retention.

399A. (1) A parchment certificate of discharge will be given to each W.O. and airman on completion of his engagement. The certificate will be signed by the officer carrying out the discharge and delivered, free from erasure, if possible, on the last day of his service. When this falls on Sunday, Christmas Day or Good Friday, the discharge should be confirmed for that day, but he may receive his certificate and be allowed to go away on the previous day.

(2) When the discharge of an airman as medically unfit is attributable to wounds or injuries (however received) a brief statement of the nature of the wound or injury, and of the circumstances under which sustained, should be added to the cause of discharge, except in cases where it would be clearly to the disadvantage of the airman that such an addition should be made.

399B. A discharged airman, who, on account of illness or disability, is unable to proceed to his home, will be subsisted in hospital under the Pay and Allowance Regulations. In such a case it will not be necessary to cancel a man's discharge, but he must not be retained in hospital after he is fit to travel, unless further remedial treatment is advised by the District Medical Officer, in which case a monthly report should be made for the information of Defence Headquarters, stating the reason necessitating retention.

400-403.

403A. An airman of unsound mind who has been dealt with in accordance with the procedure laid down in Paragraphs 321, 322, and 323 of Instructions for the Royal Canadian Army Medical Corps, and Canadian Army Dental Corps, 1937, will be discharged under authority of Paragraph 392 (10) of these regulations.

404-409.

410. A helpless discharged airman will be accompanied to his destination by a conducting party.

411-414.

Recording Conduct and Character of an Airman

415. (1) When assessing character, the C.O. will always bear in mind that its value to the individual and to the service depends on the care and deliberation with which this important duty is performed; that the future career of the man may much depend on the character awarded, and the certificate of service often is the man's passport through life.

The effect of the assessment of character on awards of the Good Conduct Badge, and of the Good Conduct and Long Service Medal, must be carefully borne in mind.

The guiding principle in examining an airman's conduct sheet with a view of assessing his character, is to differentiate between a man's character as an airman and his character as a man.

The main object of giving an airman a certificate of character is to assist him in obtaining employment in civil life, and the certificate should be so worded that employers of labour can readily estimate the true worth of the man. In addition to recording his character, the certificate should contain any information which would show what qualifications a man possesses as regards civilian employment, e.g., "thoroughly sober and reliable"; "a good clerk, painstaking and industrious"; also, if desired by the airman, "wife (here state christian name in full) is a fair, good, very good (washerwoman, needlewoman, etc.)"; or any other special qualifications which a man may possess.

(2) In assessing the character of an airman, the C.O. should take into consideration the officer employed on administrative duties, and the officer under whose immediate command the man served, as well as any other officer who may have special knowledge of the man's character. He is fully to consider any intermediate assessments that have been in "Miscellaneous" Record Sheet, and all the entries

against him in the Conduct Sheet, for the period covered by the assessment; also his general character so that this duty, so important both to the man and to the service, may be performed justly and with proper deliberation.

(3) In estimating the character of an airman, a C.O. will take into consideration any entries in a man's medical history sheet for admission into hospital on account of alcoholism. In cases where the character recorded is "indifferent," "bad," or "very bad," the reason for recording such a character will be briefly stated in the "Proceedings on Discharge," the man's conduct as an airman being separated as much as possible from his character as a man, for example:—(i) "conduct indifferent, has been guilty of frequent acts of absence, but is smart, willing, and hard-working"; (ii) "conduct indifferent, has been addicted to drink, but is a smart airman and respectful to his officers"; (iii) "conduct bad, has been guilty of desertion, but has proved a gallant airman in the field." In cases where the character is recorded as fair, or upwards, the C.O. will supplement it (when in the airman's interests) by the words:—

(a) No offences in the whole service of years, and (where applicable)

(b) No instance of drunkenness in whole service of years.

Any such particulars that can be truthfully recorded in favour of the airman should also be inserted in his certificate of character, but the reason for assessing the character as indifferent, bad, &c., is not to be inserted in the certificate.

(4) To ensure uniformity in estimating and recording a man's character while serving, or on discharge, the following terms will be strictly adhered to:—

(i) Exemplary.

(ii) Very good.

(iii) Good.

(iv) Fair.

(v) Indifferent.

(vi) Bad.

(vii) Very bad.

(5) The following general rules are to be observed in the assessment of character, but it is to be clearly under-

stood that the C.O. is in each case to exercise his own discretion with the following prescribed limits:—

(a) *Exemplary.* An exemplary character is the highest that can be given to any airman, and is only to be awarded to a man whose period of service has enabled his conduct to be thoroughly tested. It will, therefore, be reserved for an airman who has served at least three years with the colours.

An airman will be ineligible for an exemplary character, if—

(1) During his service he has been sentenced by a civil court to penal servitude or imprisonment, and has undergone such sentence.

(2) He has been sentenced by a court-martial to penal servitude or imprisonment.

(3) He has been sentenced by a court-martial to detention on conviction of an offence under any Section of the Air Force Act, other than enumerated in para. 487, or has had his trial for desertion or fraudulent enlistment dispensed with.

(4) He has been convicted of an offence of drunkenness during the last six years of his service. If serving 7 years or more with the colours, or in the case of a man serving 6, 5, 4 or 3 years with the colours, he has been found guilty of an offence of drunkenness subsequent to his first 10th, 7th, 4th or 3rd months' service respectively.

(5) He has, under Section 183 (2) of the Air Force Act, been reduced to a lower grade or to the ranks for an offence, but not for inefficiency, provided as follows:—

(i) As regards sub-paras. 3 and 5 above, every occasion of destroying conduct sheets, as is mentioned in sub-para 4 (ii) of para. 1921, and every promotion to the rank of sergeant or higher, shall have the effect of annulling, for the purposes of this paragraph, 28 days of any previous sentence, or sentence of detention, or any one dispensation of trial, or any one reduction under Section 183 (2) of the Air Force Act.

(ii) For the purpose of annulment of the period of detention under this proviso, the period to be annulled will be that which has been longest recorded against the airman.

- (iii) For the purpose of this paragraph, the expressions "sentenced to" and "sentence" will refer to the actual sentence that remains after any mitigation, remission, or commutation has been made. So soon as a sentence of detention, or a dispensation of trial, or a reduction under Section 183 (2) of the Air Force Act, has been wholly annulled under the above proviso, the same shall cease to be a disqualification for an exemplary character.

The Commanding Officer is the sole judge as to whether an airman should be awarded an exemplary character and, even when the airman is not eligible under (1), (2), (3), (4) and (5) above, the grant of an exemplary character is discretionary and not obligatory, and will be reserved for airmen whose conduct has set a high example.

If an airman, whose conduct is otherwise exemplary, has not had sufficient service to make him eligible for the award of an exemplary character, after the words "very good" in the assessment of his Air Force qualifications and conduct, the following words will be inserted: "Qualified by his conduct to have received an exemplary character, but ineligible because he has not completed three (3) years' service."

- (b) *Fair*. In cases where a more favourable character than "Fair" cannot be given to an N.C.O., the reasons will be briefly recorded in the "Proceedings on Discharge," but not in the parchment certificate of discharge.
- (c) *Bad*. "Bad" character is not to be given to an N.C.O.

Award of Trade Proficiency

416. (1) The same care and precautions are to be observed in assessing trade proficiency as in assessing character.

- (2) The assessment of trade proficiency is to be made:—
- (a) On entry into the service.
- (b) Whenever an airman is posted to a new unit, by the C.O. of the unit from which he is posted.
- (c) On the 31st December of each year for Corporals, Sergeants and Flight Sergeants only.

(d) On being declared a deserter.

(e) On transfer to the Reserve.

(f) On discharge.

(a), (c), (d), (e) and (f) being entered on the certificate of service, and (b) on the miscellaneous record sheet.

(3) Trade proficiency is to be recorded as follows:—

Exceptional to be written Ex.

Superior to be written Supr.

Satisfactory to be written Sat.

Moderate to be written Mod.

Inferior to be written Inf.

The award of "Ex." is to be used only for airmen who stand out unmistakably among their fellows, both in natural capacity and efficiency in the performance of their duties. It should be awarded sparingly, as the indiscriminate award of "Ex." lowers its value considerably. The number of "Ex." should not exceed four per cent where the strength of the unit exceeds 500, or 5 per cent where the strength is between 50 and 400. Where the strength, at the time of assessment, is less than 50, no limit of the award of "Ex." is fixed.

The award of "Supr." and "Sat." will normally apply to the majority of airmen, but "Supr." should not be given to any airman who is not recommended for promotion, though this does not preclude any airman who has not passed for promotion getting this award.

416A. (1) The success of the arrangements for providing civil employment for a discharged airman must, in a great measure, depend upon the manner in which the character of the man is estimated. If men recommended as of "Good" character are found to be untrustworthy or unsteady, the confidence of employers of labour will not be gained.

(2) On the other hand, if, on account of comparatively trifling irregularities of a purely air force nature, a man is refused a "Good" character, his subsequent career in civil life may be unjustly affected.

(3) The responsibilities therefore, of a Commanding Officer in this respect is very great, and his special attention is directed to the same.

417.

417A. When a recruit is discharged before he has completed one month's service, and receives good character, the words "during his days' service" should be added after the word "Good" in the proceedings on discharge and in the parchment certificate of discharge.

418.

418A. (1) Only one Certificate on Discharge may be issued to an airman on discharge.

(2) Should this certificate be destroyed or lost, a certificate of Service may, if circumstances so warrant, be supplied by the Officer i/c Records concerned on application by the ex-airman, supported by a Statutory Declaration setting forth the circumstances accompanying the loss.

(3) The Certificate of Service, if lost, will not be replaced.

Chapter VIII

DISCIPLINE

SECTION 1.—GENERAL

Acquaintance with Regulations, Etc.

419. (1) Every officer is to make himself acquainted with, obey, and so far as he is able, enforce the Air Force Act, the Royal Canadian Air Force Act, the King's Regulations and Orders for the Royal Canadian Air Force, and all other regulations, instructions and orders which may from time to time be issued. He will conform to the established customs and practices of the service. (Orig.: Para. 432/1939 Ed.)

(2) Every airman is to be held personally responsible for making himself acquainted with:—

- (a) The King's Regulations and Orders for the Royal Canadian Air Force;
- (b) such station and other local orders and instructions as are necessary for the due performance of the duties appertaining to his service employment, and
- (c) such orders, and details of duties as are posted in barracks.

He will further be required to conform to the established customs and practices of the service. (Orig.: Para. 432/1939 Ed.)

(3) A copy of the King's Regulations and Orders for the Royal Canadian Air Force is to be held available for reference by airmen and is to be kept in the station reference library or such other place as the Commanding Officer may decide. Commanding Officers are responsible that the copy is amended and kept up to date and that airmen are notified, by means of a notice on the notice board or otherwise, as to where the copy is kept.

(4) Ignorance of duly published regulations, or orders, will not be admitted as an excuse for their non-observance. (Orig.: Para. 432/1939 Ed.)

Official Secrets Act

420. (1) An air or other officer commanding and a Commanding Officer (*see* para 424 (3)) are responsible that all persons employed or serving under them are made acquainted with the provisions of "The Official Secrets Act (Statutes of Canada, 1939, Chapter 49)," and are to give such directions as may be necessary accordingly. A record is to be kept in every office of the steps taken to give effect to this paragraph. (Orig.: Para. 433/1939 Ed.)

(2) The attention of every civilian employee is to be called, at the time of his or her engagement, to the provisions of the Official Secrets Act. Each employee is required to sign the declaration on the form supplied for the purpose.

(3) The poster relating to the Official Secrets Act is to be displayed prominently throughout all stations and headquarters offices.

Disclosure of Information, Etc.

421. (1) An officer or airman is to exercise the greatest care to avoid disclosing any information relating to official matters to anyone outside the service in such circumstances as to incur any risk of such information being made public, or otherwise reaching unauthorized persons.

(2) An officer or airman is forbidden to communicate any service information which might directly or indirectly assist an enemy, to any person other than—

(a) a person to whom he is authorized to communicate it;

(b) a person to whom it is, in the interest of the public his duty to communicate it. (Orig.: Para. 453 (1)/1939 Ed.)

(3) An officer or airman is forbidden to publish in any form whatever, or communicate either directly or indirectly to the press, any service information, or his views on any service subject, without special authority; he is to be held responsible for all statements contained in communications to his relatives or friends which may subsequently be published in the press or otherwise; he is not to prejudice questions which are under the consideration of superior authority

by the publication, anonymously or otherwise, of his opinions, and he is not to take part, in public, in a discussion relating to orders, regulations, or instructions issued by his superiors. (Orig.: Para. 453 (2) (a)/1939 Ed.)

(4) Any information of a professional or technical nature which an officer or airman may acquire in the performance of his duty, or in the course of his studies, is to be regarded as the property of the Air Force, and is not to be published, or communicated either orally or in writing, to any person not directly employed in the service of the Air Force without the previous sanction of the Chief of the Air Staff. (*See also* para. 1861 (3).) (Orig.: Para. 453 (2) and 455B/1939 Ed.)

(5) In dealing with commercial firms performing work for the Air Force, care is to be taken to ensure that particular trends of development on any given matter which should be kept secret are not made known to the firms.

(6) An officer or airman is forbidden, without authority from the Air Officer Commanding concerned, to publish any book or articles, whether purporting to be fiction or fact, which in any way deals with air force, naval or military subjects. A similar prohibition extends to the delivery of lectures or the broadcasting of talks.

(7) When permission is sought under sub-para. (6), the matter intended to be published or the material of the lecture or broadcast is to be either typewritten or in proof form and is to be submitted in duplicate through the usual channels to the Air Officer Commanding concerned in the first instance, accompanied by a statement from the authority, under whom the applicant is immediately serving, to the effect that there is no objection to permission being granted. If the officer or airman has made use of Crown copyright matter (published or unpublished) either by the inclusion of extracts from official documents or by the use of official documents as a basis for his work, full particulars are to be stated by him in his application. The material submitted must reach the Air Officer Commanding concerned at least 14 days before approval is required. One copy of the document submitted is to be retained at Command Headquarters for reference. Permission to publish, lecture, or broadcast is to apply only to the text as sub-

mitted, and no alterations therein, except such as are of a purely editorial nature, are to be made subsequently without the authority of Command Headquarters. The permission, if given is not to convey endorsement of the contents of the document and no statement tending to imply official endorsement or approval is to be included in any part of the published book or article or the lecture or broadcast, nor is any reference to be made therein to the fact of Command Headquarters' sanction having been obtained. The officer or airman concerned is to take particular care that no information of the nature referred to in sub-para. (3) or (4) is communicated to the publishing, broadcasting or other authority until Command Headquarters permission has been granted. (Orig.: Para. 453 (2) (b) and (c)/1939 Ed.)

(8) Official reports or correspondence, or copies thereof, are not to be furnished without the special sanction of the air or other officer commanding to any person not officially entitled to receive them. (Orig.: Para. 455A/1939 Ed.)

Relations with the Press

422. (1) Any communication affecting the service generally, or any branch of the service, which it may be considered desirable to make to the press is to be made by the air or other officer commanding concerned, except as provided in sub-para. (2). (Orig.: Para. 453 (3)/1939 Ed.)

(2) Articles or notices concerning non-technical or non-professional subjects, which do not contravene the provisions of para. 421, and social or athletic matters, may be communicated to the press by an officer or airman, but a Commanding Officer is responsible for taking whatever action may be required in the circumstances when any officer or airman under his command publishes matter in the press which is objectionable either in form or substance, or is likely to reflect discredit on the service. (Orig.: Para. 442A/1939 Ed.)

(3) Press representatives (including, photographers and film operators) visiting air force stations are invariably to be received by an officer, preferably the adjutant, and, when they are present in numbers, an officer is to be specially detailed to assist and guide them. The

Commanding Officer is to ensure that any special instructions or restrictions regarding the admission to stations and the facilities to be granted in connection with such visits are observed.

(4) Flying facilities desired by press representatives may only be given on the specific authority of the air or other officer commanding concerned. A form of indemnity (R.C.A.F. G. 9) must invariably be completed before any such flight is carried out.

Publication of Service Journals, Magazines, Etc.

423. (1) Commanding Officers are expected to ensure that a high standard is maintained in the general tone of service journals, magazines and newspapers published by or under the auspices of their units; they are held responsible for all material published therein. (Orig.: Para. 454 (1)/1939 Ed.)

(2) One copy of each service journal, magazine or newspaper published is to be forwarded to Command Headquarters immediately following the day of publication. (Orig.: Para. 454 (2)/1939 Ed.)

(3) Advertisements may be inserted in any air force magazine, journal or other service paper, or program, subject to the discretion of the air or other officer commanding concerned, who is to be held responsible that nothing objectionable is allowed to appear.

Definition of "Commanding Officer" and "Subordinate Commander"

424. (1) The station commander will be the Commanding Officer for disciplinary purposes of all personnel on the station; officers commanding squadrons, schools and other units, as well as flights, sections, etc., thereof, are subordinate commanders and will exercise only such powers as are in these regulations provided for as from time to time may be properly delegated to them by the Commanding Officer.

(2) The definition of "Commanding Officer" given in R.P. 129 applies to the expression "Commanding Officer" wherever it appears in Sections 45, 46, 138, 182 and 183 of the Air Force Act. In all other portions of the Air

Force Act the expression "Commanding Officer" is not limited to the expression "Commanding Officer" as defined in the Rules of Procedure. (Orig.: Para. 456/1939 Ed.)

(3) Whenever the expression "Commanding Officer" is used in paras. 420, 425, 431, 468, and 467, the expression shall be taken to include a subordinate commander. (Orig.: Para. 456/1939 Ed.)

(4) The expression "Subordinate Commander", where used in these regulations, includes the following:—

- (a) The officer commanding a unit (squadron, school, etc.) who is subordinate to the Commanding Officer of the station for disciplinary purposes;
- (b) The officer placed in command of a flight, section or other sub-division of a unit, and who is subordinate to the officer commanding that unit for disciplinary purposes;
- (c) An officer who, by appointment or by the custom of the service, discharges the functions of either of the above mentioned officers, in his absence.

Prevention of Crime

425. A Commanding Officer (*see* Para. 424 (3)) is to exert every effort to prevent crime and to suppress any tendency to screen its existence. (Orig.: Para. 434/1939 Ed.)

Responsibility of Officers in General

426. (1) An officer will be responsible at all times for the maintenance of good order and discipline. He shall exercise his authority in the maintenance of discipline, by virtue of his commission and rank, in circumstances independent of the special functions of his particular branch. (Orig.: Para. 440/1939 Ed.)

(2) An officer is to afford the utmost aid and support to his Commanding Officer; it is his duty to notice, repress, and report instantly, any negligence or impropriety of conduct on the part of officers or airmen, whether on or off duty, and whether the offenders do or do not belong to his particular unit. (Orig.: Para. 440/1939 Ed.)

Treatment of Subordinates

427. (1) An officer of any rank is to adopt towards his subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour which are essential to efficiency. (Orig.: Para. 435/1939 Ed.)

(2) An officer is not to reprove a warrant officer or non-commissioned officer in the presence or hearing of an airman junior in rank to the airman about to be reproved unless it is necessary for the benefit of example that the reproof be public. (Orig.: Para. 437/1939 Ed.)

(3) Warrant officers and non-commissioned officers are to be guided by the foregoing principles in dealing with each other and with other airmen. They are to avoid intemperate language or an offensive manner. (Orig.: Para. 436/1939 Ed.)

Criticism of Superiors

428. An officer is to refrain from making remarks or passing criticism on the conduct or orders of his superiors which may tend to bring them into contempt, and is to avoid saying or doing anything, which, if seen or heard by, or reported to, those under him, might discourage them or render them dissatisfied with their condition or with the service on which they are or may be employed.

Redress of Grievance

429. (1) The manner in which an officer or airman should proceed to obtain redress for any grievance under which he conceives himself to be suffering is prescribed in para. 2016 (8) K.R. (Air) and Section 43 Air Force Act respectively. An officer or airman may also make any complaint to an inspecting officer by the provisions of para. 128. Anonymous complaints are strictly forbidden. These methods of complaints are alone to be recognized and an officer or airman is to follow these methods when requesting redress for a grievance, real or supposed. (Orig.: Para. 439/1939 Ed.)

(2) Commanding Officers are to ascertain before the day of inspection whether any person wishes to see the

inspecting officer concerning any matter. Any complaints are to be investigated and settled, if possible, by the Commanding Officer. If not so settled, a return containing the names of the complainants, the subject of their complaints and a blank column for remarks is to be laid before the inspecting officer. (Orig.: Para. 441A/1939 Ed.)

(3) Everything in the nature of combination to obtain redress of grievances is strictly forbidden among individuals composing an Air Force. Each individual must speak for himself alone. Appeals for a redress by "round robin" or by means of any document bearing the signature of more than one complainant, are strictly forbidden. (Orig.: Para. 439B/1939 Ed.)

Conflicting Orders

430. If an officer should receive from any superior an order which he deems to be at variance with his obedience to any paragraph of these regulations, or with any particular order that may have been issued by any other of his superiors, he is to represent orally (or in writing if the order does not require immediate obedience) such contrariety to the officer from whom he receives it; and if after such representation that officer shall still direct him to obey the order, he is to do so. (Orig.: Para. 439/1939 Ed.)

Testimonials and Presents Forbidden

431. (1) Deliberations or discussions by officers or airmen with the object of conveying praise, censure, or any remark of approbation towards their superiors or any others in His Majesty's Service, are prohibited. The publication of laudatory orders regarding an officer quitting a station or relinquishing a posting is forbidden. (Orig.: Para. 443/1939 Ed.)

(2) A Commanding Officer (*see* Para. 424 (3)) is to refuse to allow subscriptions for testimonials in any shape to an officer on being posted from one station or unit to another, or on his leaving the service. (Orig.: Para. 443/1939 Ed.)

(3) An officer is held responsible if he allows himself to be complimented by officers or airmen, who are serving, or

who have served, under his command, by means of plate, etc., or by any collective expression of their opinion. (Orig.: Para. 443/1939 Ed.)

(4) An officer or airman is forbidden to accept presents in money from public bodies or private individuals in recognition of services rendered in the performance of his duty. (Orig.: Para. 443A/1939 Ed.)

Recommendations

432. An officer is forbidden to forward testimonials relating to his services, or character, with any application he may make to Air Force Headquarters. In the event of an officer wishing that the opinion of officers under whom he has served should be brought to notice, he is to submit their names so that if necessary they may be referred to. (Orig.: Para. 444/1939 Ed.)

Communication and Interview with Air Force Headquarters Officials

433. (1) An officer or airman is forbidden to write private letters to officials at Air Force Headquarters on official personal matters such as promotion, posting, etc. (Orig.: Para. 445/1939 Ed.)

(2) An officer or airman is forbidden to ask for an interview with any official at Air Force Headquarters, unless he has previously obtained from the air or other officer commanding under whom he is immediately serving written permission to do so. If the grounds are considered good and reasonable, the application, which must state the purpose of the interview desired, is in the first instance, to be forwarded to Air Force Headquarters so that an appointment may be made with an official of the department chiefly concerned. In cases where permission is granted by letter, signal or other writing, such permission is to be produced by the applicant at the time of the interview.

(3) An officer or airman temporarily at home, but belonging to a unit abroad, may apply in writing direct to Air Force Headquarters for an interview, or in extreme urgency only, may apply in person for an interview without previous permission.

(4) An attempt by an officer or airman to obtain favourable consideration of any application relating to himself by the use of outside influence is forbidden, and if resorted to, is to be regarded as an admission on the part of the applicant that his case is not good on its merits and it is to be dealt with accordingly. (Orig.: Para. 445/1939 Ed.)

(5) When an interview is asked for, or a letter is written on behalf of an officer or an airman by any person other than himself, such communication is to be deemed to have been made at his suggestion unless he can show to the satisfaction of the authorities that he in no way directly or indirectly prompted such communication. (Orig.: Para. 445/1939 Ed.)

Communications with other Services, Etc.

434. An officer or airman is not to enter into direct communication with any service or Government Department, or with any subordinate officer of such service or department, at home or abroad, on subjects connected with the Royal Canadian Air Force, or with his particular duties or present or future employment, unless authorized to do so by the regulations of the service or by superior authority; all communications on such subjects are to be made through the proper channels to Air Force Headquarters, in order that such steps may be taken therein as may be necessary.

Bankruptcy, Etc.

435. If complaint is made that an officer neglects his just debts, or if an officer by bankruptcy, liquidation, composition or other legal proceedings becomes unable to meet his engagements the facts are at once to be reported to Air Force Headquarters and a Court of Inquiry is to be assembled to ascertain the details. If it be found that an officer has neglected to pay his debts or has become insolvent, at the end of three months from the date of the report of the Court of Inquiry, he is to be removed from the service, unless in the meantime he has paid his debts or purged his insolvency. (Orig.: Para. 447/1939 Ed.)

Dealings with Contractors

436. (1) Officers, airmen and others in air force employment, must at all times guard against being placed in such a position as may lay them open to the suspicion of being influenced, in the discharge of their duty, by other than purely public considerations. They are to be scrupulously careful in their relations and, except with the permission of Air Force Headquarters, are to have no private dealings with contractors, their agents or employees, whether on an honorary basis or otherwise. Purchases from, or transactions with, contractors or their agents which are of a perfectly normal character and made in the ordinary course of trade are permissible, but care must be exercised that no favour or preference, whether as regards price, date of delivery or otherwise, is accepted which is not also open to members of the general public, or to the service as a whole. Except for local purchases, no inquiries as to the cost of stores likely to be required is to be addressed to the trade otherwise than through Air Force Headquarters. (Orig.: Para. 448/1939 Ed.)

(2) Private testimonials are not to be given, either formally or informally to contractors as to the use of their wares in the service. Officers should, on this account, be extremely careful in any correspondence which they may have with contractors.

(3) With the exception of the technical data, which are supplied to contractors from Air Force Headquarters, no information regarding the employment or qualities of their products is to be furnished to contractors from service sources, and Commanding Officers are to ensure that all such information is withheld from contractors or their representatives. If necessary, contractors may be referred to Air Force Headquarters.

(4) The disclosure to members of contracting firms of any information in regard to the processes of other firms or of inventors is forbidden.

Purchases and Sales of Stores

437. Purchases from, or sales to, an officer, airman or other person in the employment of the Air Force are to be

permitted only as provided in Air Force regulations and orders or in very special circumstances, with the prior approval of Air Force Headquarters.

Political Meetings and Candidature for Parliament

438. (1) No officer or airman of the Permanent Active Air Force is permitted to take any active part in the affairs of any political organization or party, either by acting as a member of a candidate's election committee, or by speaking in public, or publishing or distributing literature in furtherance of the political purposes of any such organization or party, or in any other manner.

(2) No officer or airman of the Permanent Active Air Force is permitted to issue an address to electors or in any other manner publicly to announce himself, or allow himself to be announced as a candidate, or a prospective candidate, for election for any constituency to the Provincial Legislatures or Parliament.

(3) An officer or airman of the Permanent Active Air Force may not accept any office in any municipal corporation or other local government council, or allow himself to be nominated for election to any such office, without the sanction of Air Force Headquarters.

(4) Officers desiring to retire, or resign, or transfer to the reserve, airmen desiring to be discharged, or to transfer to the reserve with a view to standing as parliamentary candidates must make applications through the usual channels. The approval of such applications will depend on the exigencies of the service. An officer whose application is approved is to be treated as retiring or resigning, or transferring to the reserve voluntarily. An airman, if discharged is to be granted a free discharge; if transferred to the reserve he is to be treated as so transferred with his own consent.

(5) The prohibitions contained in sub-paras. (1), (2) and (3) above apply to officers and airmen of the Permanent Active Air Force notwithstanding that they may be seconded or lent or granted leave without pay.

(6) An officer or airman is forbidden to institute or take part in, any meetings, demonstrations, or processions, for party or political purposes in barracks, quarters or

camps. All ranks may, however, attend such meetings held at places other than those specified, provided that they shall be subject to Air Force Law under these regulations, should they in any way misconduct themselves or create an unlawful disturbance at such meetings, without prejudice to the ordinary jurisdiction of the civil authorities in such cases. (Orig.: Para. 451/1939 Ed.)

Private Associations

439. No officer or airman is permitted without express sanction of Air Force Headquarters to take official cognizance of any private association, the organization of which purports to be of an Air Force character or to be intended to meet Air Force requirements, but which is not recognized by the Minister as forming part of the Air Force or of the educational or training establishment supplementary thereto. (Orig.: Para. 449A/1939 Ed.)

Displays of Boxing, Flying, Etc.

440. (1) Individual airmen are not allowed to give displays of boxing, flying or gymnastics at local fetes or exhibitions or on the stage unless with the previous sanction of the Commanding Officer.

(2) Air Force parties are not to give public displays at such places designated above unless the sanction of Air Force Headquarters has previously been obtained, and unless they are under the command of an officer who must be present throughout the performance. (Orig.: Para. 452/1939 Ed.)

Smoking

441. (1) An officer or airman is not to smoke when engaged on any duty unless sanction has been given by superior authority. (Orig.: Para. 1691/1939 Ed.)

(2) Permission may be given for apprentices above the age of eighteen to smoke off duty under such conditions as may be prescribed by superior authority.

(3) Except when authorized by proper authority, a driver of an M.T. vehicle is not to smoke when on duty with or in his vehicle. (Orig. Para. 459A/1939 Ed.)

Gambling Forbidden

442. Gambling at Air Force stations, camps and barracks is forbidden. This prohibition includes bookmaking, acting as an agent for a bookmaker and conducting raffles pertaining to punch boards, etc. An order in these terms is to be promulgated in all unit orders at intervals of not more than three months. (Orig.: 459/1939 Ed.)

Intoxicants

443. The introduction, possession or consumption of wines, spirits and other intoxicants in barrack rooms and in such other places as may be specified in unit orders is forbidden. (Orig.: Para. 460/1939) Ed.)

Civil Employment, Etc.

444. (1) Officers and airmen are not permitted, without the special sanction of Air Force Headquarters, to belong to the directorate of any public, industrial, or other company, or to assist or advise any such company or firm relating to their plant, processes, or products. Officers and airmen are forbidden to act either directly or indirectly as agents for, or accept any paid post in connection with, any company, firm, or individual engaged in trade. (Orig.: Para. 449/1939 Ed.)

(2) An officer or an airman is forbidden to engage in trade or accept any continuous civil employment for profit. (Orig. Para. 450/1939 Ed.)

(3) Air Force Headquarters will in no circumstances accept any responsibility for any accident or damage to air force personnel, other parties, or to property, occasioned during the employment outside air force duty.

(4) The restrictions in this paragraph do not apply to airmen on leave immediately preceding discharge or transfer to the reserve. An airman who, while on such leave, obtains employment as a civilian under the Royal Canadian Air Force, may draw either his service pay and allowances or his emoluments as a civilian, whichever amount is greater, but not both. Airmen about to be engaged in a civilian capacity are to be informed of these conditions. (Orig.: Para. 450/1939 Ed.)

Service Police Duties

445. (1) The Air Force provost marshal and his assistants and Service Police are authorized to exercise the power of interrogation, arrest and temporary detention of officers and airmen even when beyond the limits of their stations.

(2) An air force provost marshal will be appointed abroad when occasion requires. (Orig.: Para. 599/1939 Ed.)

(3) The service police allotted in the establishment of a unit are normally to be employed within their own stations. An air or other officer commanding may, however, authorize the employment of service police to act under the orders of a specially appointed air force officer and in liaison with the military police in any locality in which he considers such a course to be necessary: when so employed their duty is to maintain good order and air force discipline and to take into custody air force personnel behaving in a disorderly manner.

(4) If an air or other officer commanding, owing to the fact of there being no assistant provost marshal in the vicinity of any place, or owing to any other reason, considers such a proceeding necessary he is to detail a specially selected officer who can be temporarily spared from other duties to control the service police, pickets or patrols within a prescribed area. This officer is to carry with him the orders given to him by the air or other officer commanding in case his authority is questioned. He will not possess the powers of arrest held by duly appointed assistant provost marshals; he is normally to confine his efforts to matters of behaviour. On taking up his duties, he is to communicate at once with the nearest military assistant provost marshal.

(5) Should an air or other officer commanding find it necessary to make further provision for the maintenance of order and discipline at any place, he is to give directions for a picket or patrol to be detailed as convenient for the purpose.

Proceedings at Inquests

446. When any incident in which an airman is involved gives rise to a coroner's inquest, an officer is to be detailed in accordance with the procedure laid down in para. 472 (1), to attend and watch the proceedings. The officer so detailed is to be careful not in any way to act as advocate.

447.

Air Force Act—Acquaintance With

448. (1) Provision is to be made, whereby each officer and airman on first entering the Service may become acquainted with the purport of Sections 4 to 44, Air Force Act. (Orig.: Para. 461/1939 Ed.)

(2) Commanding Officers are to ensure that every airman under their command is acquainted with the purport of Sections 4 to 44, Air Force Act. The provisions of these sections of the Act are to be read and explained once in every three months to airmen by a qualified officer, so as to preclude the possibility of ignorance on their part of the additional offences and punishments to which they render themselves liable by becoming subject to Air Force Law. A copy of the Act is to be kept in the airmen's reading room at all stations at home and abroad. (Orig.: Para. 461/1939 Ed.)

(3) Commanding Officers are further to ensure that the following notice is read out to the personnel under their command once in every three months:—

“Under the existing law, any persons who shall maliciously and advisedly endeavour to seduce any person or persons serving in His Majesty's forces by sea, land or air from his or their duty and allegiance to His Majesty or to incite or stir up any such person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person.” (Orig.: Para. 461/1939 Ed.)

Concealment of Venereal Disease

449. In every unit there is to be a standing order directing that an airman who is suffering from venereal disease is to report himself sick without delay. This standing order is to be read to the unit on parade at intervals not exceeding three months, care being taken that it is specially brought to the notice of all recruits on joining. Concealment of venereal disease is to be dealt with under Section 11, Air Force Act, and not under Section 18 (3) or Section 40. (Orig.: Para. 462/1939 Ed.)

Witnesses in Private Lawsuits

450. (1) Applications for the attendance of Service personnel as witnesses in private lawsuits may be dealt with by a Commanding Officer, subject to Service exigencies and provided that the evidence required of such witness does not relate to Service matters. If the evidence required relates to Service matters all applications, accompanied by a statement of the nature of the evidence required, are to be forwarded through the usual channels to Air Force Headquarters for a decision.

(2) Requests for authority, for an officer or airman to appear in a civil court as an expert witness in connection with matters in which he has acquired knowledge or experience in the course of his official duties, will be granted by Air Force Headquarters only in exceptional cases. (Orig.: Para. 455C/1939 Ed.)

Foreign Manoeuvres

451. No officer or airman of the Air Force is to attend in uniform the manoeuvres or public parades of a foreign army without the permission of the Minister. (Orig.: Para. 462A/1939 Ed.)

452.

SECTION 2.—ARREST AND CUSTODY (BEFORE SENTENCE)

Air Force Custody—Definition

453. "Air Force custody" as applied to an officer or airman, (not under sentence) usually means putting the offender under arrest and includes naval and military

custody. An officer or airman may, if circumstances require it, be placed for custody under the charge of a guard, picket, patrol, sentry, or member of the service police. (Orig.: Para. 465/1939 Ed.)

Arrest—Definition and Conditions

454. (1) Arrest is either close arrest or open arrest. The nature of the arrest is to be specified at the time the arrest is made. (Orig.: Para. 466/1939 Ed.)

(2) An officer under close arrest is not to leave his quarters, except to take such exercise under supervision as the medical officer considers necessary, and is to be under the escort of another officer, who, if possible, should be of equal rank, yet senior in service. He is to be denied any of the privileges of his or any other mess. (Orig.: Para. 466/1939 Ed.)

(3) When under open arrest an officer may take exercise at stated periods within defined limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the Commanding Officer of the station. An officer under open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose and may be ordered to perform all duties. An officer under open arrest is not to use the common rooms (other than dining room) of his or any other mess premises or enjoy any of the privileges thereof; he is not to appear in any place of amusement or entertainment or at public assemblies, and he is never to appear outside his quarters dressed otherwise than in uniform. (Orig.: Para. 467/1939 Ed.)

(4) The preceding sub-paras. apply also to a warrant officer and non-commissioned officer. A warrant officer and non-commissioned officer under open arrest is forbidden to use the common rooms of any mess or institute or enjoy any of the privileges thereto, but if he is a member of the sergeants' mess he may have his meals in the mess. (Orig.: Para. 471/1939 Ed.)

(5) An aircraftman, apprentice or boy entrant under open arrest, at a unit where quarters are provided, is not to quit the confines of the area wherein such quarters are

located, until his case has been disposed of, but he is to attend parades and may be ordered to perform all duties. He is not to be allowed to enter the canteen or any other institute. An aircraftman, apprentice or boy entrant, on being placed under close arrest, is to be placed in confinement under charge of a guard, picket, patrol, sentry, or member of the service police, and is to be searched and deprived of knives and other weapons. The accommodation usually available in barracks for the temporary confinement of aircraftmen, apprentices or boy entrants under close arrest is the guard room, and similar smaller rooms for the confinement of those who are to be kept apart. (Orig.: Para. 473/1939 Ed.)

(6) An airman under close arrest (not under sentence) may be committed by an order signed by his Commanding Officer on form Q. (see Appendix V), for temporary safe custody for any period not exceeding 72 hours to a guard room, if not exceeding seven days to any service detention room or detention barrack or where no service accommodation is available, to a police station or other civil lock-up. (Orig.: Para. 476/1939 Ed.)

(7) An airman who has been remanded for trial by court-martial, or who has been tried and is awaiting promulgation of the finding and sentence, may be committed for safe custody for any period as laid down in sub-para. (6). The commitment is to be made on form R. (see Appendix V).

(8) An airman under arrest is to be deprived of his cap, gloves and of any articles he can use as missiles during the investigation of offences and during his trial. (Orig.: Para. 481/1939 Ed.)

(9) An officer or airman, while under close arrest, is not to be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, equipment, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for the offence for which he is under arrest. On active service, however, he may be ordered to bear arms, attend parades, and to perform all his ordinary duties, provided that care is taken to ensure that he is

called upon to perform no duties in addition to those performed by others who are not under arrest or undergoing punishment. (Orig.: Para. 482/1939 Ed.)

(10) An officer or airman when under close arrest is not to bear arms, except by order of his Commanding Officer in an emergency, or as provided in sub-para. (9). (Orig.: Para. 482/1939 Ed.)

(11) An airman under close arrest is to be allowed his bedding and allowed to take sufficient exercise, under supervision, for the preservation of his health. (Orig.: Para. 480/1939 Ed.)

Power to Arrest or Place in Custody

455. An officer may order into air force custody an officer of inferior rank or any airman, and any warrant officer or non-commissioned officer may order into air force custody any airman, and an officer may order into air force custody any officer (though he be of higher rank) engaged in a quarrel, fray, or disorder; and any such order shall be obeyed, notwithstanding the person giving the order and the person in respect of whom the order is given do not belong to the same corps or unit, arm, or branch of the service.

Officer—When to be Placed Under Arrest—When to Release

456. An officer may be placed under arrest by a competent authority without previous investigation when circumstances so require; but a Commanding Officer on receiving a complaint, or learning of circumstances tending to incriminate an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be both necessary to proceed with the case and to report it to superior authority. He is to place under arrest an officer respecting whom he has ordered a summary of evidence to be taken. After the summary of evidence has been taken and pending trial or final disposal of the case, or if for any reason the taking of the summary of evidence is delayed, the officer is normally to be released from arrest without prejudice to re-arrest,

unless the circumstances are such that his continuance under arrest is considered advisable (*see also* Para. 464). When an officer is placed under arrest, whether afterwards released or not, the Commanding Officer is to report the case without delay through the usual channels to Air Force Headquarters. (Orig.: Para. 469/1939 Ed.)

Release of Officer from Arrest

457. (1) It is not desirable, except when it appears that the arrest has been made through error, that an officer should be released from arrest by the officer who ordered his arrest, without the sanction of the highest authority to whom the case may have been referred. (Orig.: Para. 469/1939 Ed.)

(2) An officer has no right to demand a court martial upon himself, or, after he has been released by proper authority, to persist in considering himself under restraint of arrest, or to refuse to return to his duty. (Orig.: Para. 470/1939 Ed.)

(3) Where an officer is released from arrest without being dealt with summarily or tried by court-martial, a report of the circumstances is to be sent through the usual channels to Air Force Headquarters by the officer who orders the release. Cases disposed of under Section 47, Air Force Act, are to be reported as laid down in para. 488, sub-para. (7).

Airmen—When to be Placed Under Arrest

458. (1) An airman charged with or suspected of having committed a serious offence is to be placed under close arrest forthwith. If the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. He is not to be placed under close arrest for offences unaccompanied by drunkenness, violence or insubordination, unless confinement is necessary to ensure his safe custody or for the maintenance of discipline. (Orig.: Para. 471 and 475/1939 Ed.)

(2) An aircraftman, apprentice or boy entrant who disobeys an order distinctly given or resists the authority of a warrant officer or non-commissioned officer is to be

placed under close arrest without altercation, and the fact immediately reported to his subordinate commander or to the adjutant. When a warrant officer or non-commissioned officer has to place an aircraftman, apprentice or boy entrant under close arrest, he is to obtain the assistance of one or more aircraftmen to conduct the offender to the place of confinement and is to avoid coming in contact with him. (Orig.: Para. 477/1939 Ed.)

(3) An aircraftman who is drunk is to be placed under close arrest, alone, if possible, in a guard or service detention room. He may be deprived of his boots except when the weather is cold and he is likely to suffer in consequence. He is to be visited and his condition ascertained at least every two hours by the non-commissioned officer in charge of the guard and an escort. Should any symptoms of serious illness be observed a medical officer will be sent for forthwith. (Orig.: Para. 478/1939 Ed.)

(4) When an airman makes a confession of desertion or of having committed an offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be placed under arrest pending inquiry. But if at the time of confession, or subsequently, he is charged with any other offence, he may be placed under arrest and the investigation and trial may proceed for that offence independently of the confession. (Orig.: Para. 479/1939 Ed.)

(5) When an airman is convicted, either by court-martial, a civil court, or his Commanding Officer, of an offence for which he has been placed under close arrest, and forfeiture of pay under the appropriate Pay and Allowance Regulations for the R.C.A.F. (see Art. 60, P. and A. Regs.: Art. 149, F.R. and I.) results from such conviction, the notification in unit orders of the conviction should also state the period in custody in order that the airman may forfeit pay accordingly.

Treatment in Cases of Drunkenness

459. (1) An airman suspected of being drunk is not to be put through any drill or tested for the purpose of ascertaining his condition. (Orig.: Para. 478/1939 Ed.)

(2) An airman charged with drunkenness is not to be brought before an officer for investigation of the charge until he is perfectly sober; for this purpose twenty-four hours from the time of arrest should usually be allowed to elapse before the investigation. (Orig.: Para. 478/1939 Ed.)

Identification of Offenders

460. Except as provided in para. 497 when circumstances render the identification of an alleged offender necessary, the identification should, as a rule, be carried out in the presence of an officer. (Orig.: Para. 482A/1939 Ed.)

Offender taken into Custody away from his Unit

461. When an officer or airman is taken into custody by the naval, military or civil authorities and such authority requests the Commanding Officer of the nearest air force unit to remove the offender, an escort is to be despatched to take him over. If the offender does not belong to his unit, the Commanding Officer is to report full details to Air Force Headquarters for instructions as to disposition of the offender.

Offender in Custody—Delivery of Charge

462. (1) It is the duty of an officer, warrant officer or non-commissioned officer, who commits any person into custody, to deliver at the time of such committal, or as soon as practicable, and in every case within twenty-four hours, thereafter, to the custodian into whose custody the person is committed, an account in writing, signed by himself of the offence with which the person so committed is charged. (See A.F.A. Section 21 (2) and 45 (4)). (Orig.: Para. 463/1939 Ed.)

(2) If the account in writing, referred to in sub-para. (1), ("Charge Report"—R.C.A.F. R.158), is not delivered at the time, an oral report giving the nature of the charge is to be made. If the "charge report" is not received within such twenty-four hour period, the commander of the guard or other custodian is either to take steps to procure it or to report that he has not received it to the officer to whom his guard report is furnished, who, if the "charge report" or other evidence sufficient to justify the

continued arrest is not forthcoming, will at the expiration of forty-eight hours from the time of committal, order the release of the person in custody. In order to comply with the provisions of Section 21 (3), Air Force Act, the name and offence of every person received into custody and the rank and name of the person by whom he is charged are to be entered by the commander of the guard in his guard report, and the original "charge report" or a copy thereof is to be forwarded to the Commanding Officer of the person in custody. (Orig.: Para. 463/1939 Ed.)

(3) The commander of a guard or other custodian shall upon the request of any person received into custody, declare to him the rank and name of the person making the charges or ordering the arrest, and on request give him a copy of the "charge report" immediately it is received.

(4) A commander taking over a guard is to compare the names of the airmen confined under the custody of the guard with the names of those entered in the guard report.

Offender in Custody—Disposal of Case

463. (1) It is of the utmost importance that, when an officer or airman is in custody, his case should be investigated and that he should be brought to trial (if necessary) at the earliest possible moment. The provisions of Section 45 (1) and (5), Air Force Act and R.P.1, 2, 5(B) and para. 2022 (2) of these regulations, where they apply, are invariably to be complied with. The report prescribed in Section 45 (1), Air Force Act, and R.P.1 is to be made whether the person in custody is a patient in hospital, or for whatever cause the case is not proceeded with. On the receipt of every such report the officer to whom application for trial is to be submitted is to satisfy himself as to the necessity for the officer's or airman's continuance in custody. (Orig.: Para. 464/1939 Ed.)

(2) Under Section 21 (1), Air Force Act, serious liability is incurred by an officer who causes an officer or airman to be detained in custody for an unnecessarily long period without investigating or taking steps to bring him to trial.

Accused Person Remanded

464. When an accused person, whether officer or airman, is remanded for further investigation or for trial by court martial (whether upon his own election or not), it is a matter for the discretion of the Commanding Officer, and it is always his duty to consider, whether, having regard to all the circumstances, the accused should or should not be released from close or open arrest (as applicable) and either placed in open arrest or released without prejudice to re-arrest until trial or further orders. (See also para. 454.) (Orig.: Paras. 490 and 490A/1939 Ed.)

465-482.

SECTION 3.—INVESTIGATION AND DISPOSAL OF CHARGES

483. The investigation of charges will be carried into effect in the manner prescribed in the Rules of Procedure. Every officer who does not summarily dispose of a charge which he investigates will carefully avoid any expression of opinion as to the guilt or innocence of the person charged.

484. (1) Every charge against an airman will be investigated without delay in his presence. The case of an airman in arrest is to be brought under review daily (Sundays, Good Friday and Christmas Day excepted) and, when practicable in the morning.

(2) Every charge, whether against a N.C.O. or aircraftman, will be investigated in the first instance by the subordinate commander at his squadron orderly room, which is to be held at such an hour as will allow of an airman reserved for disposal by the Commanding Officer being ready to go before him at the appointed time.

(3) A Commanding Officer is authorized to grant a large measure of discretionary power to subordinate commanders to dispose of any offence with which he himself may deal under para. 487, provided that the limits laid down in paras. 499 and 501 for subordinate commanders are not exceeded.

485. (1) Charges are to be entered as follows:—

- (i) For offences of N.C.O's and men confined in the guard-room or of N.C.O's and men reserved for disposal by the Commanding Officer, in the guard report, by the Commander of the guard or, where there is no guard, by the N.C.O. responsible for the custody of the airmen in close arrest.
- (ii) For offences of N.C.O's and men not confined in the guard-room, in Form M.F.B.224, under the orders of the subordinate commanders.

(2) If a charge against a N.C.O. or man, for which he has not been in close arrest, is reserved by the subordinate commander for the Commanding Officer's award, the former officer will send the charge for entry in the guard report, before the hour fixed for the disposal of airmen in arrest by the Commanding Officer. If, on the other hand, a charge for which a N.C.O. or man has been in close arrest is disposed of by the subordinate commander that officer will report the fact to the orderly room and the entry "disposed of" will be made in the punishment column of the guard report.

(3) A subordinate commander, who has reserved a case for the award of the Commanding Officer will always attend with the airman's conduct sheet, when the airman is brought before the Commanding Officer.

(4) If an airman is remanded for further enquiry, his case will be brought under review daily and the order for remand will be entered daily in the guard report by the investigating officer.

486. (1) Form M.F.B.224 for recording the awards of subordinate commanders will be retained in the Orderly Room, and will be obtained therefrom by the Commander concerned whenever necessary for the disposal of offences. After completing the last three columns in case disposed of, the subordinate commander will return the form to the Orderly Room in order that particulars may be available for inclusion in Part II Orders for the Day, if necessary.

(2) On the last day of the week he will obtain and sign the form, whether blank or otherwise, and it will then be attached to the guard report for that day.

487. (1) A Commanding Officer may, without reference to superior authority, dispose summarily of charges against an airman below the rank of warrant officer, in respect of an offence under the following sections of the Air Force Act:—6, except on active service; 8 (2) (threatening or insubordinate language only), except on active service; 9 (2) except on active service; 10 (except subsection 1); 11; 14; 15; 18 (1) and (3); 19; 20 (except when the act is wilful); 21; 22; 24; 27 (4); 33 (except enlistments from the Air Force Reserve); 34; 39A (1) (a) and (b) (when the damage, etc., or potential damage, etc., is small and the act or neglect is not wilful); 39A (2) (a), and 40. First and less serious offences under the above sections, and minor neglects or omissions, not resulting from deliberate disregard of authority or not associated with graver offences, should, as a rule, be dealt with summarily.

(2) A charge for any other offences which the Commanding Officer desires to dispose of summarily and not specifically mentioned in sub-paragraph (1) may be referred, in a letter stating the circumstances and accompanied by the airman's conduct sheets, to an officer who has power to convene a district court-martial. Where a Commanding Officer under such authority disposes of a charge summarily, the reference of the letter giving such authority will be quoted in the entry of the Commanding Officer's award on the casualty form and on the airman's conduct sheet.

(3) The Commanding Officer may refer a charge for any offence to superior authority with an application for a court-martial, even if the offence is within his summary jurisdiction.

487A. (1) When proposing to deal with a case summarily a Commanding Officer will satisfy himself that the evidence produced before him is sufficient to disclose the exact nature of the offence. If he is not so satisfied he should remand the case for further inquiries, so that the offence as entered in the guard report may be substantially the charge upon which the accused would be arraigned in the event of his electing to be tried by a D.C.M. under the provisions of Section 46 (8) of the Air Force Act.

(2) When once an accused has elected to be tried upon the charge as read out to him upon the guard report, it should under no circumstances be added to or increased in gravity.

488. Except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful whether the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed under the provisions of the Air Force Act, Section 46.

489. Before proceeding with a case it is the duty of the Commanding Officer to ascertain that the airman is liable to be proceeded against, having regard to the limitations of time prescribed by the Air Force Act. For the purposes of exemption from trial under the Air Force Act, Section 161, an airman is to be considered as having served in an exemplary manner if, at any time during his service since his fraudulent enlistment, he has had no entry in his service conduct sheet for a continuous period of three years.

490. If, on the investigation of a charge, sufficient evidence is not forthcoming as to whether the accused has, or has not, committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest and ordered to do duty without prejudice to his re-arrest when further evidence is forthcoming and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the case should be dismissed.

490A. When an airman elects to be tried by a D.C.M. under the provisions of Sections 46 (8) of the Air Force Act, his Commanding Officer may, if he thinks the circumstances of the case warrant it, release the accused from arrest pending trial.

491. If when an airman is charged with one offence, another, the investigation of which cannot immediately be completed or proceeded with, comes to light, the in-

vestigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in para. 490.

492. When an airman already under sentence of court-martial is charged with an offence for which it is necessary to arraign him before a court-martial the trial should take place at once.

SECTION 4.—SUMMARY AND MINOR PUNISHMENTS

493. A Commanding Officer may award to an offender punishment as follows:—

(1) Summary punishments applicable only to airmen, who do not hold temporary or acting warrant or non-commissioned rank, and to boys, and subject to the right of the aircraftman or boy to elect to be tried by a district court-martial.

- (i) *Detention* for any period not exceeding 28 days; provided that where a Commanding Officer is dealing with a first offence of absence without leave and the absence did not exceed 7 days, he shall not award more than 168 hours detention.

Where a Commanding Officer is of, or below, the rank of flight lieutenant he shall not award detention for a period exceeding 168 hours, except for offences of absence without leave, for which he may award detention not exceeding the number of days of absence.

- (ii) A *fine* (in cases of drunkenness only) not exceeding \$16 according to scale (*see* Para. 512).

Fines will be awarded in accordance with Para. 512.

- (iii) *Field punishment* for any period not exceeding 28 days, to be awarded on active service only.
- (iv) *Forfeiture of all ordinary* pay for a period commencing on the day of sentence and not exceeding 28 days, to be awarded on active service only.

(1A) *Summary punishment applicable to non-commissioned officers, aircraftmen and boys, and subject to the right of the non-commissioned officer, aircraftman or boy to elect to be tried by a district court-martial.*

Such a deduction from ordinary pay as is allowed by Section 138 of the Air Force Act (Subsections 4 and 4A) to be awarded by a Commanding Officer.

(2) *Minor punishments in respect of which an offender has no right to elect to be tried by a district court-martial, unless the finding involves a forfeiture of pay.*

(i) (Applicable to aircraftmen or boys only.)

Confinement to camp or barracks, for any period not exceeding 14 days.

In the case of aircraftmen, defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue duties to the fullest practicable extent, with a view to relieving well-conducted airmen therefrom. They will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the Commanding Officer may order them to attend punishment drill, provided that they shall not be liable to punishment drill after the expiration of 10 days from the date of the award of confinement to camp.

In the case of boys, defaulters will attend all instructional parades, classes, and lectures. They will parade daily for two extra drills, and will be employed on fatigue duties to the fullest possible extent. They will not use the institute, and will take their meals apart from other boys. They will conform to the "Rules for Defaulters" in force at the station, and if any part of the station is appropriated specially to their use they will not leave it without special permission.

(ii) (Applicable to boys only.)

Extra duties for any period not exceeding 14 days, during which they will perform such extra drills and fatigues, attend such lectures, and answer to their names at such hours as may be specified in the award.

(iii) (Applicable to aircraftmen only.)

Extra guards or piquets, not exceeding three in number, provided that these shall only be awarded in respect of minor offences, or irregularities when on, or parading for, these duties.

- (iv) (Applicable to non-commissioned officers, only, whether substantive, temporary or acting.)

Reprimand or severe reprimand.

- (v) (Applicable to non-commissioned officers, whether substantive, temporary or acting, aircraftmen and boys.)

Admonition.

494. Summary and minor punishments will be carried into effect as follows:—

- (1) (i) A summary or minor punishment will take effect forthwith unless its operation is postponed by reason of any of the subsequent provisions of this paragraph.
- (ii) A defaulter shall not be required to perform any part of a punishment which he has been unable to perform by reason of his being in hospital or under some concurrent sentence, or being employed on duty.
- (2) Detention awarded by a Commanding Officer.
 - (i) will, if not exceeding seven days, be awarded in hours, if exceeding seven days, in days.
 - (ii) will, if awarded in hours, begin on the day of the award.
 - (iii) will, if awarded in hours, begin at the hour when the aircraftman sentenced is received at the detention barracks or branch detention barrack or other appointed place to which he is committed, or, if he has not been sooner received into a detention barrack or branch detention barrack or other appointed place, on the day after the day of the award, at the hour fixed for the commitment and release of airmen under sentence.
- (3) Field punishment will be carried out in accordance with the Rules for Field Punishment made under Section 44 (5) of the Air Force Act.
- (4) Extra guards or piquets awarded as a punishment will be carried out with intervals of not less than 72 hours between such extra hours of duty.

(5) Where the nature of the offence or offences requires it, summary and minor punishments may be awarded concurrently, i.e., conjoined in one award, subject to the following provisions:—

- (i) A minor punishment may not be awarded conjointly with detention exceeding seven days.
- (ii) A minor punishment awarded conjointly with detention not exceeding seven days will take effect at the expiry of the detention.
- (iii) Detention, a fine for drunkenness, a deduction from ordinary pay, confinement to camp or barracks, extra guards or piquets or extra duties, or any two or more of these according to the circumstances of the case, may be awarded conjointly.

On active service a penal forfeiture of pay may be conjoined with any of the foregoing punishments.

No punishment other than a penal forfeiture of pay awarded on active service may be awarded conjointly with field punishment. (Where these two punishments are awarded conjointly the forfeiture will be effective so far only as the number of days of forfeiture exceeds the number of days in custody while undergoing field punishment, which of itself entails a forfeiture of pay.)

- (iv) In the case of non-commissioned officers a deduction from ordinary pay may be awarded conjointly with reprimand or severe reprimand.
- (v) An airman undergoing detention or confinement to camp may be dealt with summarily, for offences other than the one for which he is under sentence, as if he were not in confinement; provided that in no circumstances may an airman by reason of any award or succession of awards be retained for more than 28 consecutive days in detention, or for more than 42 consecutive days in confinement, whether by detention and confinement to camp or by the latter only.

(6) Subject in all cases to the proviso in sub-para. (5) (v) above:—

- (i) Detention awarded to an airman undergoing a sentence of detention will take effect forthwith as provided in sub-paragraph (2), above, the airman being recommitted under the original award and also committed under the subsequent award to such place as may be appointed.
- (ii) Detention awarded to an airman already undergoing confinement to camp will take effect forthwith as provided in sub-paragraph (2) above, and will during its currency supersede (but not suspend) the prior award of confinement to camp, the airman being committed under the award of detention to such place as may be appointed.
If a minor punishment is awarded conjointly with such detention it will take effect on the expiry of the detention or of the confinement to camp previously awarded, whichever is the later.
- (iii) A minor punishment awarded to an airman already undergoing a minor punishment will take effect on the expiry of the previous award.

495. (1) In the case of absence without leave the C.O. will not make an award of forfeiture of pay, but will inform the airman of the number of days' pay he forfeits under the Pay and Allowance Regulations.

(2) This forfeiture applies also to a N.C.O. of any rank, and in all cases involving such forfeiture an airman has the right, under section 46 (8) of the Air Force Act, to elect to be tried by court-martial.

496. Unless there are reasons against the adoption of such a course, the airman shall, on any day previous to that on which his trial by court-martial is ordered to be held, be given an opportunity of reconsidering his decision to be tried by court-martial.

496A. Recoveries from airmen on account of damage through negligence or carelessness, to mechanically propelled vehicles will usually be limited to the equivalent of a fortnight's pay. Any such recovery will form part of the disciplinary action taken in such cases.

497. In dealing with simple drunkenness unconnected with another offence, confinement to barracks should only be added to a fine when the circumstances are such as to increase its gravity. Detention should never be awarded for an instance of drunkenness not triable by court-martial, except when the amount of unpaid fines for drunkenness recorded against an airman is \$30 and upwards, in which case a C.O. should substitute detention or some other punishment which it is in his power to award.

498. (1) Punishment drill is not to exceed one hour at a time, and is to consist of marching in quick time only and not of instruction drill. It will not be carried out on Sundays. In very cold weather the double time may be used for short periods.

(2) It will be carried out in marching order and will never exceed four hours altogether in one day. It is to be carried on in the barrack yard or drill ground. When units or detachments are in billets their defaulters are to be marched out under a N.C.O. on one of the roads for the prescribed period, and are not to be drilled in the streets. Punishment drill is not to be carried on after retreat unless the Officer Commanding is of opinion that it is expedient to do so, in which case he may sanction exceptions.

499. A N.C.O. including an acting N.C.O. is not to be subjected to summary or minor punishments, except as specially laid down in para. 493, nor punished by being placed in any lower position on the list of his rank, but he may be admonished, reprimanded or severely reprimanded by the C.O. A N.C.O. below the rank of Sergeant may be admonished or reprimanded, but not severely reprimanded by a subordinate commander. Any N.C.O. or man holding any appointment or acting rank may be ordered by a C.O. to be reduced to his permanent rank, or to any intermediate acting rank, but is not to be awarded for the same offence a summary or minor punishment in addition. An aircraftman may be admonished, but is not to be reprimanded.

500. An officer is not to introduce or adopt any system of punishment which is in any respect at variance with these regulations.

501. (1) A subordinate commander may award an air-craftman punishment not exceeding seven days' confinement to barracks for minor offences, extra guards and piquets, fines for drunkenness, and he may deal with cases of absence without leave, where pay is automatically forfeited under the conditions specified in the first part of para. 495 and may award punishment within his ordinary powers for such absence.

(2) In the case of an officer of less than three years' service, the above power may be limited by the C.O. to an award of three days' confinement to barracks. Any such awards will be subject to any remission the C.O. may order, but cannot be increased.

502. In dealing summarily with cases of absence without leave, a C.O. will have regard to the place of the airman's surrender or apprehension, the circumstances of his absence, and the period passed in custody. Absence without leave will be reckoned to terminate when the airman is taken into custody, and, in awarding punishment, the C.O. should make allowance for any unusual delay in the disposal of the case.

503. The name of a man absent without leave will be notified in unit order as follows:

- (i) If absent from 1 to 20 days—the name will appear on the day following the day of rejoining.
- (ii) If absent for 21 consecutive days—the name will appear on the 22nd day.
- (iii) If absent on the last day of the month—the name will appear on the first day of the next month, but all such orders will be included in Air Force form prescribed for the month in which the absence commenced.

504. (1) An airman convicted of an offence under the Air Force Act and admitted into hospital on account of any illness, certified by the medical officer of the station to have been caused by such offence, forfeits part of his pay while in hospital. (See para. 60, Pay and Allowance

Regulations for the Air Force.) An officer who has disposed of any offence on account of which the airman may have been admitted into hospital will at once communicate with the medical officer in charge of the hospital.

(2) Where there are grounds for believing that an airman has been admitted into hospital for disability in consequence of an offence against the Air Force Act, his Commanding Officer will make a preliminary inquiry into the case and inform the medical officer in charge of the hospital of the result in order that the latter may give or refuse the certificate on the airman's discharge from hospital. The medical officer must attend the investigation of the offence whether before a court-martial or the Commanding Officer and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient.

505. (1) The investigation and disposal of a charge against a patient for an offence committed while in hospital, other than a camp or garrison hospital, will be dealt with by the Commanding Officer of the hospital as soon as the health of the accused permits.

(2) The Commanding Officer of the hospital, in exercising his powers of punishment, will not award detention or field punishment to a patient.

(3) If the Commanding Officer of the hospital is of opinion, after investigation, that he cannot adequately dispose of a case, he will either apply for a court-martial or will report the case with full particulars to the Commanding Officer of the unit to which the accused proceeds upon discharge from hospital.

505A. (1) When an airman is charged with an offence before a civil court near the station where his unit is quartered, an officer will be detailed from the unit to attend and watch the proceedings. If the prosecution takes place at a distance, the case will be submitted to the D.O.C., who will decide whether it is advisable for an officer to be present, and if so, whether the officer shall be detailed from the airman's unit, or from some other unit near the place of trial. In the latter case, the O.C. the airman's unit will arrange with the O.C. the troops at the station

from which the officer is to proceed, forwarding all necessary information and documents for the use of the officer attending the court.

(2) The officer attending to watch the proceedings will, if required by the court, give all information in his possession as to the airman's character, and full particulars of any previous convictions by a civil court, or by a court-martial of an offence under Sections 17, 18 (4), 18 (5), or 41. of the Air Force Act. He will not produce the airman's conduct sheets to the court, but will furnish all the information with regard to general character which is within his personal knowledge or has been communicated to him by officers of the airman's unit.

506. When a N.C.O. is convicted by the civil power of any offence, the case is to be reported to the District Officer Commanding. Should he consider it desirable to recommend the reduction of the offender, the matter will be reported to Defence Headquarters.

507. A C.O. has no power to alter the entry in the conduct sheets of a punishment after the punishment has been completed. If it appears to an officer not below the rank of a Group Captain that any punishment awarded by a commanding officer was illegal or excessive, he may, at his discretion, within two years of the date of the award, direct either that it be cancelled, and the entry in the conduct books expunged, or that the punishment be reduced. After a period of two years has elapsed from the date of award, such cases will be referred for decision to the Defence Council.

Drunkenness

508. An aircraftman will be dealt with for drunkenness under Sec. 46 of the Air Force Act. In disposing of such offences, the following rules will be observed:

509. An aircraftman is not to be tried by court-martial for an act of simple drunkenness—that is to say, an act of drunkenness committed when not on active service, when the airman was not on duty, and had not been warned for duty, nor had by reason of the drunkenness rendered himself unfit for duty—unless four instances of drunkenness have been recorded against him within the

twelve months preceding the date of the offence under disposal, or unless he has elected to be tried rather than be awarded fine or detention by his C.O.

510. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness on the line of march includes drunkenness during the whole period between the date of departure and the date of arrival at destination.

511. When an aircraftman commits the offence of simple drunkenness in connection with a more serious offence for which he is to be tried by court-martial, he should not be charged with drunkenness before the court-martial unless he is liable to trial and the O.C. considers it a case which should be tried; but, as a record of the drunkenness the C.O. will, when a charge of drunkenness is not preferred in such cases before the court-martial, make an entry of the offence, either imposing a fine, if the airman is liable thereto, or making the following note in the punishment column: "No punishment; awaiting trial on another charge." If any entry of the court-martial is subsequently made the above entry will be bracketed with it and will not be considered a separate entry.

Fines for Drunkenness

512. (1) Having reference to Section 19 of the Air Force Act the fine thereby authorized shall be any sum not exceeding sixteen dollars, instead of "not exceeding five pounds" as therein mentioned.

(2) When exercising the powers laid down in Section 46 of the Air Force Act, a Commanding Officer may, in the case of an offence of drunkenness, order the offender to pay a fine not exceeding sixteen dollars, either in addition to or without, other punishment, and the amount of the fine in each case shall be according to the following scale:—

- (a) For the first offence of drunkenness during an airman's service there shall be no fine.
- (b) For the second offence the fine shall be \$5.
- (c) For the third and every subsequent offence the fine shall be \$10; but, if the third or any subsequent offence occurs within six months of the last preceding offence, the fine shall be \$15, and, if, within three months, \$16.

Time during which an airman is absent from duty by reason of imprisonment, detention, or absence without leave is not to be reckoned in the above periods.

(d) An airman should not be fined for drunkenness when unpaid fines amount to \$30.

(3) The scale of fines (M.F.-B. 297) is to be placed in every barrack-room.

513. (1) Fines which cannot be recovered from an airman's pay are not to be recovered from any other source while he remains in the air force service. Subject to this regulation, the daily deduction on account of a fine or fines recorded against an airman will be limited only by the provision that they shall not exceed such sum as shall leave to the airman, after paying for personal charges such as messing, washing, haircutting, etc., the sum of 25 cents per day.

(2) All fines for drunkenness recovered from an airman's pay will be disposed of in accordance with Article 66, Pay and Allowance Regulations for the Royal Canadian Air Force, 1923.

SECTION 5.—PROCEDURE IN CASES OF ABSENCE, DESERTION AND OFFENCES AGAINST ENLISTMENT

514. (1) As soon as it is known that an airman has absented himself without leave, his equipment, clothing and unit necessities will at once be placed in safe custody, and an inventory of these articles will be taken as soon as practicable.

(2) A C.O. is to transmit to the O.C. every other Permanent Active Air Force unit, direct, a descriptive report, on the form prescribed of every deserter or absentee without leave, giving particulars of the man's age, height, etc., at the time of his absenting himself, and the fullest information possible. When there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered, but in no case should it be delayed beyond five days. Up to 21 days the man should not be returned as a deserter unless

there is ground for supposing that he has deserted. After 21 days, every absentee without leave should, pending investigation, be considered as a deserter. In the case of a recruit who absconds en route to join, a note should be made of this fact on the report.

515. A copy of the report is also to be transmitted to the police of the locality (within Canada) in or near which the man deserted. Similar reports should be sent to the police of the place (within Canada) to which it is supposed the deserter or absentee may have proceeded, and elsewhere, as the Commanding Officer may consider desirable.

516.

517. Upon reasonable suspicion that a person is a deserter or is absent without leave it shall be lawful for any peace officer (within Canada) to apprehend without warrant such suspected person and forthwith bring him before a court of summary jurisdiction.

517A. A justice of the peace, magistrate or other person having authority to issue a warrant for the apprehension of a person charged with crime may, if satisfied by evidence on oath that a deserter, or absentee without leave, is or is reasonably suspected to be, within his jurisdiction, issue a warrant authorizing such deserter or absentee without leave to be apprehended and brought forthwith before a court of summary jurisdiction.

517B. (1) Where a person is brought before a court of summary jurisdiction, charged with being a deserter or being absent without leave, such court may deal with the case in like manner as if such person had been brought before a court charged with an indictable offence.

(2) The court shall, if it appears that such person is a deserter or is absent without leave, forthwith or as it may seem to the court most expedient cause him either to be delivered into air force custody in such manner as the court may deem most expedient, or until he can be so delivered or until further information can be obtained, to be committed to some prison, police station or other place legally provided for the confinement of persons in custody for such time as appears to the court reasonably necessary.

(3) The court may from time to time remand the said person for a period not exceeding eight days in each instance and not exceeding in the whole such period as appears to the court reasonably necessary.

(4) When the court causes a person either to be delivered into air force custody or to be committed as a deserter or as absent without leave, the court shall send to the Department of National Defence, and when the deserter or absentee without leave is delivered into air force custody, shall deliver with him a return in relation to such deserter or person absent without leave, containing a full description of such person, full particulars of the date, place and circumstances of his apprehension and a statement of the inquiry made and action taken by the court in relation to such person.

518-522.

523. When exemption from trial on a charge of fraudulent enlistment has been earned by exemplary service in any unit, the Commanding Officer of that unit will be held responsible for notifying the fact to the airman's previous unit.

524.

525. When an airman is held to service in his present unit, he will serve on his last attestation. If he is relegated to his former unit he will serve on his former attestation.

526. As a general rule, an airman who has fraudulently enlisted will be tried in his present unit, and arraigned as belonging thereto; and the necessary evidence will be obtained from his former unit.

527. When it is decided that an airman who has fraudulently enlisted is to be relegated to his former unit after punishment, the C.O. of the unit, in which he is serving will forward his transfer documents, and communicate the result of the trial, and particulars as to place of confinement and expiration of imprisonment or detention to the C.O. of his former unit who will arrange for the removal of the man at the expiration of his sentence. The relegation to the former unit will take effect from the date of committal.

528. The C.O. of the unit to which an airman may be relegated, or, if the relegation be not ordered, the C.O. of the unit in which the airman is serving, will communicate to any units in which such airman may have previously served, the result of the trial, or the manner in which his case has been disposed of.

529-531.

532. The regulations laid down in paras. 533 to 540 will be observed in respect of an escort despatched for deserters, which will invariably take with it the route issued for the journey.

533. When a notification is received from a court that a person apprehended on suspicion of being a deserter or absentee without leave has been committed to await an escort, a commanding officer will deal with the case as follows:—

- (a) If the man is traced as being illegally absent, and evidence as to identity is available, he will despatch an escort (capable, if possible, of identifying the deserter or absentee without leave) to bring him back should he be identified. An order will be filled in for this service, and shall be taken by the non-commissioned officer detailed for duty as the authority to receive the deserter or absentee. The order shall be given up to the magistrate, police officer, or governor or chief officer of the prison. The non-commissioned officer will be instructed to obtain the return of the commitment hereinbefore referred to.
- (b) If it appears to the Commanding Officer that the person is not a deserter or absentee without leave, he will so inform the magistrate or the governor of the prison or the officer in charge of the police station as the case may be, and the person from whom he received the notification.
- (c) If no evidence of identity is available, but the man admits the offence, and there is documentary evidence as to his desertion, he may be taken over into air force custody, and instructions shall forthwith be applied for from an officer having power to deal with the case by district court-martial.

534. When a person surrenders himself as being a deserter or absentee without leave from the Royal Canadian Air Force, he is to be dealt with as follows:—

- (a) If he surrenders himself to any peace officer in Canada and there is sufficient evidence of the truth of his statement, he may be delivered into Air Force custody without being brought before a court of summary jurisdiction as soon as arrangements can be made for the provision of an escort.
- (b) If he surrenders himself to his own unit and evidence of identity is immediately available, he is at once to be taken into Air Force custody and the Commanding Officer is forthwith to proceed to deal with the case.
- (c) If he surrenders himself to any portion of H.M. forces other than his own unit, the Commanding Officer of that portion of H.M. forces to which the airman surrenders will arrange for an R.C.A.F. escort to be provided to escort him back to his unit, or if the airman's unit is serving out of Canada, to such unit as Air Force Headquarters may direct, and for his detention in custody pending the arrival of the escort. The officer to whom he surrenders is himself to investigate the case, and is to furnish a certificate, in accordance with Section 163 (1) (j), Air Force Act, signed by himself, setting forth the fact, date and place of the surrender. This certificate is to be forwarded without delay to the unit to which the airman is being escorted, and will be evidence of the matters stated therein. If the airman is an absentee without leave, he may, at the discretion of the officer to whom he surrenders, be provided with a warrant endorsed "on repayment", and despatched to his unit without escort.
- (d) The certificate under Section 163 (1) (j), Air Force Act, is to be signed and dated personally by the actual officer concerned, and is to contain nothing except a sufficient description to identify the person who surrendered, the date and place at which, and the person to whom, the surrender took place. Below his signature, the officer concerned should state the qualification entitling him to issue the certificate in

accordance with the terms of Section 163 (1) (j), Air Force Act, and if he signs the certificate as the C.O. of the portion of H.M. forces to whom the surrender was made, he should state this fact below his signature.

- (e) Where a C.O. or other air force authority is satisfied that the confession of a person who is in naval or military custody as a deserter (but not as an absentee without leave) is false and that the alleged deserter is not an airman, such person will not be taken over into air force custody; the case will be referred to higher authority for necessary action if any.
- (f) Where a confession of desertion by a person in custody is believed to be true—
 - (i) If there is sufficient evidence of identity, the person is to be sent as soon as possible to his unit, or to such unit as Air Force Headquarters has designated, if his unit is serving out of Canada, for the offence to be dealt with there; or
 - (ii) If the evidence is temporarily incomplete, the officer having power to convene a court-martial for the trial of the offender when taken into air force custody may order him to be sent to a specified unit, there to serve as an airman, pending disposal of the charge, or may send him to his own unit in arrest, if the unit is within the command of the officer concerned; or
 - (iii) If the airman is unfit for service as such, or if for any other reason it is undesirable to retain him as an airman, he is to be furnished with a protecting certificate and released from custody.

535.

536. An escort proceeding to receive over from civil custody a deserter, or absentee without leave, will be provided with an order for the removal of the man. The order will be given up to the governor, magistrate, police officer, or chief officer of the prison. When a "deserter route" is issued, this order, which forms part of it, will be detached and similarly given up on taking over the deserter or absentee.

537. The commander of an escort is required to compare the deserter and his necessities with the description and account inserted on the "route," as he is responsible for the identity of the person committed to his charge, and liable to punishment for suffering the necessities of the deserter to be misused or made away with on the road.

538. Such necessities as the deserter may absolutely require, and which are not amongst the articles left behind by him, not exceeding however, one shirt, one pair of boots or shoes, and one pair of socks, will be provided under the orders of the C.O. of the unit furnishing the escort, and the charge for the same will be defrayed by the O.C. the company, etc., to which the man belongs, and will be subsequently included in the deserter's accounts.

539. In cases where identification is necessary, and it appears to a C.O. doubtful if the deserter should be conveyed to the headquarters of his unit, he will make an immediate report to the D.O.C. with a view to special instructions being given.

540. An escort will not take into custody a person who is not identified as a deserter.

541. When an airman has been committed as a deserter and has signed the confession contained in the form of committal to the effect that he is a deserter, or when an airman while serving has signed a confession that he has been guilty of fraudulent enlistment (Sec. 13 of the Air Force Act), and it is not considered desirable that the airman should be tried for his offence, application will be made to the D.O.C. in, or under, whose command the airman is serving, who may dispense with the airman's trial by court-martial for desertion or fraudulent enlistment, and make an order as to forfeiture.

542. A copy of the committal or the confession should accompany the application, and whenever possible, evidence

as to the truth of the confession should have been previously obtained. When an airman has not signed a confession before a magistrate, the following forms may be used:—

FORM OF CONFESSION OF A DESERTER

I (here insert name) , do
hereby confess that I am No. of
the unit and that I deserted from
that unit on (any other par-
ticulars to be added). Signed this day
of

(Signature of airman).

(Signature of Commanding Officer).

FORM OF CONFESSION OF FRAUDULENT ENLISTMENT

, now being No. of
the unit, do hereby confess that I
was No. in the unit
and that I absented myself from that unit on
and that I fraudulently enlisted in the Permanent Active
Air Force on the day of

(Signature of airman).

(Signature of Commanding Officer).

NOTE.—When the airman confesses to more than one offence of fraudulent enlistment the form may be varied to suit the case. If the confession includes both desertion and fraudulent enlistment, both the above forms may be combined in one form of confession.

543. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved it is a disposal of the case. It will, therefore, be illegal for a Commanding Officer to award any punishment in addition.

544. The airman's confession and the order dispensing with trial, or copies thereof, will be preserved with the attestation, and an entry of the order dispensing with trial will be made in the conduct sheets as if the airman had been convicted by court-martial of his offence. The entry will be shown upon page 3 of "Statement as to Character, etc." at any subsequent trial.

Discipline, Etc., at Schools of Instruction

544A. (1) All schools of instruction, with their duly appointed Commanding Officers, are, for every purpose of command, administration and instruction, independent of each other.

(2) Officers, Warrant Officers, Non-commissioned officers, etc., attached for instruction will, for the purposes of discipline, be held to be called out for service, and be subject to the laws and regulations applying to officers, warrant and non-commissioned officers, etc., so called.

(3) An officer commanding a school of instruction may remand to his unit an officer or airman attached for instruction who, by his conduct or otherwise, is not likely to benefit the service by his retention at the school. Each such case will be reported to the Chief of the Air Staff.

545-546.

Chapter IX

COURTS-MARTIAL

SECTION 1.—GENERAL INSTRUCTIONS

Court-Martial Not Obligatory

547. Under these regulations, the jurisdiction of Courts-Martial in respect of the trial of different offences is unrestricted, and it will be observed that, except where a particular course is prescribed by the regulations, it is not imperative to try an offence by court-martial.

Power and Definition of Superior Officer

548. A superior officer to whom a case is referred may deal with it as follows:—

- (i) He may refer the case to a superior officer; or
- (ii) He may, where such a procedure is admissible, direct the disposal of the case summarily, or
- (iii) If he has power to convene a D.C.M., he may convene a D.C.M. to try it; or
- (iv) If he has the power to convene a G.C.M., he may convene either a G.C.M. or a D.C.M. to try it.

549. (1) The officer referred to in para. 548 as a “superior officer” is not more clearly defined, as his position and rank depend upon the varying conditions of service. It rests with the Minister to determine to whom charges should be referred which should not be disposed of without reference to higher authority.

(2) When the superior officer is the Commanding Officer of the accused or an officer who has investigated the case, he cannot exercise the powers detailed in para. 548 (ii) to (iv) inclusive.

550. When an officer to whom a charge is submitted which he would ordinarily refer to superior authority is of opinion that delay is inexpedient, he may dispose of

the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom he would otherwise have referred the case.

551. If an airman has been tried by an inferior court without the authority herein prescribed, the validity of the proceedings is not affected thereby, and the conviction, if otherwise sustainable, will hold good.

Superior Court—When to be Used

552. In deciding as to the description of court before which a charge shall be tried, general and other officers in superior command will bear in mind that there are few offences which cannot effectually be dealt with by D.C.M. In cases, however, of very aggravated offences, when the state of discipline in a district, garrison or corps, renders a serious example expedient, or when the offender bears a bad character, a G.C.M. may be convened.

553. When an airman is to be tried for an offence in relation to enlistment, the particulars of his character and of former convictions when serving under previous attestations will be obtained, both for the information of the convening officer and for the purpose of being given in evidence before the court-martial. Civil convictions for offences while in a state of absence or desertion should be given in evidence after the finding. Trial should not be unduly delayed if difficulty occurs in procuring documents, in relation to any previous service, which can be dispensed with.

Offences Against Superior

554. In the case of offences against a superior, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office, and, especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence.

555. An officer or airman who, when in the presence of the enemy, displays a white flag or other symbol in anticipation, or in token, of surrender, will be tried by

G.C.M. In cases where the evidence is not sufficient to justify a charge under Sections 4 or 5 of the Air Force Act, the charge will be laid under Section 40 of that Act.

556. Theft from a comrade, should, unless there are peculiarly complicated circumstances, be dealt with by court-martial in preference to trial by the civil power, and the charge is to be framed under Section 18 (4) Air Force Act. Where there is no evidence of theft, and an airman is charged with improper possession of a comrade's property, the charge is to be laid under Section 40.

557. When a pay sergeant is unable to account satisfactorily for public money entrusted to him, and it is proposed to try him by court-martial for an offence involving fraud, under Sections 17 or 18 of the Air Force Act, if there is any reasonable ground for believing that the deficiency may have been the result of negligence only an alternative charge under Section 40 of the Air Force Act should be added to the charge sheet, the particulars of which should contain the allegation that he so negligently performed his duties as to cause a loss to the public of the sum unaccounted for.

557A.(1) Applications for District Court-Martial are to be accompanied by a return showing the number of qualified officers available to be detailed as members of the court.

(2) If officers attached to the Permanent Active Air Force for instruction are detailed as members of courts-martial they are entitled to seniority according to their air force rank.

558. When an officer of the rank of Flight-Lieutenant or officer of higher rank is not available as President of a D.C.M., the power of convening the court should not be exercised except when such a course is absolutely necessary, and when the case cannot conveniently be referred to the Minister.

559-560.

561. When an airman is to be tried by court-martial for an offence under Section 13 of the Air Force Act, and the evidence appears to disclose that by committing such

offence, he has obtained a free kit to which he was not entitled, the words "thereby obtaining a free kit, value" should be added to the particulars of the charge, the value being assessed according to the Clothing Regulations. If the airman is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, should invariably award a sentence of stoppages for the value thereof as stated in the charge.

562. In framing charges under Section 24 of the Air Force Act, the following rule will be observed:—

In the absence of evidence of some positive act of pawn-ing or selling arms, equipment, clothing, etc., a charge of "making away with" should not be preferred. When, therefore, articles of this description are found to be deficient through the culpability of an airman under the above conditions, it will be sufficient to prefer a charge under Subsection (2).

563. The value of any article in respect of which it is desired that the court shall sentence the offender to stoppages should be stated in the "particulars" of the charge and proved in evidence. This applies only to articles the value of which has to be made good to the public. Except as provided in para. 561, it will be unnecessary to set forth the values of necessities and personal clothing that are the property of the airman, the specification of which is required only to acquaint the airman with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiencies of necessities and personal clothing (except as provided in the Clothing Regulations for returned deserters) has to be made good by the airman as a matter of account between him and his subordinate commander (subject to his right of complaint under section 43 of the Air Force Act.)

564. A court-martial in passing sentence will not, except as provided in para. 561, award stoppages in respect of articles of necessities and personal clothing.

565. The value of articles of Government property stated in the particulars of a charge are to be the actual values, whenever such actual values can be accurately determined

according to regulation. When this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the expenses, loss, damage or destruction, are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (b) of Section 138 of the Air Force Act, in making the deductions from the airman's pay.

566. (1) An airman rejoining from desertion or discovered to have fraudulently enlisted, will not be charged with the value of public clothing, stores, etc., lost on desertion unless he is sentenced by court-martial, or by the award of the competent authority dispensing with his trial, to make good such value.

(2) In all cases of fraud, the charge sheet and summary of evidence will be submitted to the Judge Advocate-General before trial is ordered.

567. Every charge preferred against an officer or airman and the circumstances on which it is founded, are to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficient to justify the arraignment of the accused before a court-martial. He must satisfy himself that the charge is for an offence under the Air Force Act, and properly framed in accordance with the Rules of Procedure and these regulations.

568. When an airman is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in para. 511. As a rule, a charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by court-martial.

569.

Change of Venue of Court

570. If, in the opinion of a convening officer, a court-martial could more conveniently be held at a place other than that where the accused is, he may cause the court to be convened at any place within his command. If it is desired to hold the trial in any place beyond his command, application will be made to the Minister with an explanation of the reasons for this course. A saving of expense owing to transit of witnesses or members would be a sufficient reason, but no change of place is to be made when it appears that the accused is likely to be prejudiced in his defence by the change. When the case is to be tried in another command, the court will be convened under the orders and on the responsibility of the officer to whose command the accused is removed.

Attendance of Witnesses

571. When an officer or airman is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application for his attendance is to be made to the Minister. The probable day of the assembly of the court should be stated in such application.

Officers to Attend Trials for Instruction

572. An officer will be required on first joining to attend all courts-martial, for instruction, for at least one year from the date of his joining; and he is not to be nominated a member of a court-martial, even if qualified to sit, until his Commanding Officer deems him competent to perform so important a duty, nor, when it can be avoided, unless he has previously attended as supernumerary at least ten times.

Selection of Prosecutor

573. In a difficult case the convening officer will select a specially qualified officer to act as prosecutor. If such an officer is not available, he should apply as soon as possible to superior authority for the services of one.

Employment of Counsel

574. An Officer Commanding a district is to obtain the sanction of Defence Headquarters before counsel is engaged to appear on behalf of a prosecutor. The assistance of

counsel at courts-martial should be applied for only in cases of an exceptionally difficult or complicated nature and this course should be very rarely necessary when the offences are of a purely air force character.

574A. (1) When an application is submitted to Defence Headquarters for permission to engage counsel to appear on behalf of a prosecutor, the hour, date and place of assembly fixed for the court-martial, with the name of the officer who will act as prosecutor, should be stated, and a copy of the approved charges and of the summary of evidence should invariably accompany an application, together with a statement setting out the reasons for considering the employment of counsel necessary.

(2) If any alteration is subsequently made in the charges, a copy of the amended charges will be at once forwarded to Defence Headquarters.

Duties of Prosecutor

575. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the accused is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the accused. Drunkenness is no excuse for the commission of an offence, but if the charges against an airman do not allege drunkenness and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact for evidence.

576. For D.C.M. the legal minimum number of members will ordinarily be sufficient to form the court; but if necessary, a larger number may be detailed, and waiting members provided. For the trial of doubtful or complicated cases a D.C.M. should, when possible, consist of five (5) officers. When the minimum number is detailed not more than one member should be a Flying Officer.

577. The President of a court-martial must be named in the order for the assembly of the court. The members and the waiting members may be mentioned by name or the number and ranks and the units from which they are to be drawn may alone be named.

577A. When the composition of a court-martial differs from the normal, in respect of either the description or the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, the prescribed form of the order convening the court must be strictly followed, as the legality of the trial may depend on the correct wording of the order.

577B. It is essential that the order convening the court should be free from alterations or erasures as regards the portion relating to the officers appointed and detailed to compose the court. Where alterations in the composition of the court are necessary at any time after the order convening the court has been prepared, this document will be withdrawn and a new convening order will be substituted.

578. In addition to the restriction in the rank of Officers appointed to serve on courts-martial which are prescribed by these Regulations, the following rules will be observed:—

- (i) Whenever an air officer or a Group Captain is available to sit as president of a G.C.M., an officer of inferior rank is not to be appointed.
- (ii) When the Commanding Officer of a unit is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the accused.

579. Courts-martial will usually be held between 10 a.m. and 4 p.m. or 11 a.m. and 5 p.m. or such hours as will interfere as little as possible with parades and other Air Force instruction. A court-martial should not ordinarily be required to sit for more than six or at the most, eight hours during one day.

580. An accused person for trial is to be examined by a medical officer on the morning of each day the court is ordered to sit, and a Commanding Officer is responsible that no accused person is brought before a court-martial if, in the opinion of the medical officer, he is unfit to undergo his trial. An accused person brought before a court-martial will, if he is an officer, warrant officer or N.C.O. be attended by an officer or N.C.O. having him in custody, or, if of lower rank, by an escort. The officer or N.C.O. in charge will be responsible for his safe conduct, but will obey the directions of the court while the accused is in court. An accused

person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

Production of Documents to a Court

581. When an original document is produced in evidence before a court-martial, the Court may, if thought fit, cause a copy thereof to be made, which will be compared with the original by the Court and certified as a true copy under the hand of the President of the Court and annexed to the proceedings, provided that where the actual appearance of any document is material to the case (e.g., alleged forgeries), such document will always be attached in original.

581A. In cases where it is necessary to prove that an airman was a defaulter at the time of the commission of an offence for which he is to be tried by court-martial, a certified true copy of the record of the punishment awarded, so far as it consists of confinement to barracks, taken from the guard report or the minor offence report, as the case may be will be produced in evidence before the court-martial by a witness on oath and will be prepared in the following form:—

Copy of Record in the Guard Report (or Minor Offence Report), of the
dated (date to be stated)
showing the punishment awarded on that date to the undermentioned airman:—

Unit	Rank	Name	Punishment awarded	By whom awarded

Signal A.....

B.....

Adjutant.....Unit.

Certified true copy,

A.....B..... (Signature).

Commanding.....Unit.

582. When an original document has not been returned within a reasonable time, the proper custodian of that document will be responsible for its recovery.

SECTION 3.—AWARD OF SENTENCES AND DISPOSAL OF PROCEEDINGS

583. When passing sentence a court-martial will have regard not only to the nature and degree of the offence and the previous character of the accused, as proved in evidence, but also to the nature and amount of any such consequences which, by virtue of any statute, warrant, or regulation, are involved in their finding, or entailed by their sentence, in addition to the punishment awarded by the court. Where it is proved that attention has been called in local orders to the unusual prevalence of the offence whereof the accused has been found guilty, the court will also pay regard to the fact that such warning has been issued.

- (i) All convictions, whether by courts-martial or by civil courts (except as provided in para. 1920 (iii)) for offences committed by an airman since his first enlistment, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment or detention they will keep in view the locality and climate in which the accused has to undergo his sentence. Sentences must vary according to the requirements of discipline, but in ordinary circumstances, and for the first offence, a sentence should be light. Care must be taken to discriminate between offences due to youth, temper, sudden temptation, or unaccustomed surroundings, and those due to premeditated misconduct.

If the accused has elected to be tried by a D.C.M. instead of submitting to the jurisdiction of his Commanding Officer his punishment should not on that ground be increased. In ordinary circumstances the court should not award a heavier sentence than that which the Commanding Officer had power to award.

- (ii) An airman who is convicted by a court-martial of an offence under Sections 17, 18 (4) and (5) or 41 of the Air Force Act, ought, unless in the opinion of the court there are special reasons to the contrary, to be sentenced to imprisonment and undergo his sentence in civil prison, but in cases where the confirming officer does not consider the airman should be discharged from the Royal Canadian Air Force as a consequence of his conviction, he may commute the sentence of imprisonment to one of detention.
- (iii) Except as provided in the preceding sub-para., an airman sentenced at home by a court-martial to imprisonment, with or without discharge with ignominy, will be committed to a civil prison to undergo his sentence.
- (iv) Detention has been introduced into the scale of punishments in order that airmen who are convicted of offences which do not warrant discharge, should not, as a rule, be subject to the stigma attached to imprisonment. The latter punishment ought, as a rule, to be reserved for men convicted of serious offences, or of grave Air Force offences which, in the opinion of the court, render their discharge with ignominy advisable.
- (v) Where, therefore, an airman has for a purely Air Force offence been sentenced by a court-martial to imprisonment without discharge with ignominy, the confirming officer, or other superior authority should, except under very special circumstances, commute the sentence to a sentence of detention.

- (vi) When a sentence of imprisonment is commuted into one of detention, the term of detention must in no case exceed the term of imprisonment originally awarded.
- (vii) A sentence of detention being lower in the scale of punishments than imprisonment cannot be commuted into one of imprisonment.
- (viii) When an airman has been sentenced to imprisonment and to be discharged with ignominy, and a confirming officer or other superior authority commutes the imprisonment to detention, he will, in such a case, remit the discharge with ignominy, as such a discharge cannot accompany a sentence of detention.
- (ix) An airman who is convicted by a court-martial of a purely Air Force offence, and who, at the expiration of his sentence, will rejoin the regular Air Force, should not ordinarily be sentenced to imprisonment.
- (x) The powers of a Commanding Officer do not extend to the award of imprisonment. A Commanding Officer may award detention, and an airman awarded detention will undergo his sentence in a detention barrack or detention rooms. He cannot be sent to prison for that purpose, but an airman sentenced to imprisonment may undergo his sentence in a detention barrack.
- (xi) The following general instructions are issued for the guidance of courts-martial, but nothing contained in them must be construed as limiting the discretion of the court to pass any legal sentence, whether in accordance with these instructions or not, if in their opinion there is good reason for doing so. Where an offence against discipline has been committed and the accused airman represents that the offence was the result of conscientious objections to military service, imprisonment and not detention should be awarded.

Offences	Punishment		Remarks
	Detention	Imprisonment	
	Period	Period	
<p>(a) In the absence of a previous conviction, or of aggravating circumstances, or of antecedents appearing to require a severe lesson or of an unusual prevalence in the unit or garrison of the species of offence forming the subject of the charge.</p> <p>Leaving guard or post. Offence of sentries. Insubordinate or threatening language. Disobedience not of grave nature. Resisting escort, not involving an attempt at serious injury. Breaking out of barracks. Neglect of orders. Absence. Failing to appear at parade. Being out of bounds. Drunkenness. Release of person or allowing person to escape (not wilfully). Escaping from custody. Loss of kit, etc.</p>	<p>Not exceeding 28 days.</p>	<p>.....</p>	<p>An addition of from 7 to 28 days detention may appropriately be made in the case of each previous conviction, whether for a similar, or any other offence or any circumstances that aggravate* the gravity of the offence.</p>

† Where an offence is unusually prevalent in a district or garrison, attention should be drawn to the fact periodically in local orders, and not by special directions to courts-martial.

* Cases of absence, or failing to appear at parade, which involve the avoidance or embarkation, will be held to aggravate the gravity of such offences.

Offences	Punishment		Remarks
	Detention	Imprisonment	
	Period	Period	
Irregularity or omission in regard to returns (not fraudulent). Minor contempt of Court-Martial. False answer on attestation. Conduct to prejudice, &c., (not of a serious nature).			
(b) Striking a superior officer Disobeying a lawful command (graver cases). Fraudulent enlistment. False evidence. False accusation. Conduct to prejudice, &c. (of a more serious nature than under (a)).	Not exceeding 112 days.	If the offence has been repeated, or attended with circumstances which adds to its gravity, a sentence should be proportionately increased.
(c) Ordinary Theft..... Frauds. First offences, under Sec. 41 of the Air Force Act.	Not exceeding 112 days.	If the offence has been repeated, or attended with circumstances which add to its gravity a sentence of 113 days to 6 months imprisonment should suffice. If repeated 3 or more times, a sentence of imprisonment for one year should suffice.
(d) An offence under Sec. 32 of the Air Force Act.	Not exceeding months.	If repeated, a sentence of imprisonment for 1 year and upwards should suffice.

Offences	Punishment		Remarks
	Detention	Imprisonment	
	Period	Period	
(e) Gross violence to superiors..... Disgraceful conduct under Sec. 18 (5) of the Air Force Act.	1 year and upwards.	
(f) Desertion for first offence if within 90 days. first six months' service. Desertion, for first offence, if after six months' service and unaccompanied by aggravated circumstances. Desertion, for second offence.....	1 year and discharge with ignominy.	

- (xii) When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.
- (xiii) The addition of "discharge with ignominy" to a sentence of imprisonment is, as a rule, advisable in the case of any persistent offender, e.g., who has been previously convicted of desertion or fraudulent enlistment. It should also be awarded for an offence under Section 32 of the Air Force Act, or those coming under (c), (d), or (e).

Imprisonment and Detention—Limitation of Sentence

584. When a court-martial passes sentence on an airman already under sentence of imprisonment or detention, or on an airman tried at the expiration of a term of imprisonment or detention for an offence committed or discovered during its continuance, regard must be had to the provisions of Section 68 of the Air Force Act; the limit of two consecutive years of imprisonment or detention, including the terms already undergone, will under no circumstances be exceeded. If the offence is of so serious a nature as to require a more severe punishment than can be inflicted under this rule, penal servitude, when applicable, should be awarded in lieu of imprisonment.

Imprisonment and Detention—How Awarded

585. A court-martial, in framing sentences will observe the following rules:—

- (i) Terms of imprisonment or detention not amounting to 6 months will be awarded in days.*
- (ii) Terms of imprisonment or detention of 1 year and 2 years will be awarded in years.
- (iii) Other terms of imprisonment or detention will be awarded in months, or, if required, in months and days.

*In no case will a court-martial sentence be awarded in hours.

586. When an airman has been convicted by court-martial of theft, embezzlement, or receiving with guilty knowledge, Section 75 of the Air Force Act provides for the restitution of the stolen property in certain cases. If the airman has been sentenced to be placed under stoppages in respect of the property stolen or unlawfully obtained, and any sum of money which may have been found upon him has been appropriated to the above use, he should be placed under stoppages for the balance only of the stoppage awarded by the court.

587.

Confirming Officer to Regulate Punishment

588. It is the province of a Confirming Officer, by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by courts-martial and to ensure that the findings and sentences are legal, and that no sentence is heavier than the interests of discipline and the merits of the particular case require. In exercising his powers of commutation or mitigation, the confirming officer will be guided by the instructions in para. 583, in order that, having due regard to the airman's character, etc., no great disparity may exist between sentences awarded for similar offences.

Remarks on the Proceedings

589. (1) A confirming authority, when the proceedings require confirmation, may confirm or refuse confirmation, or may send back the findings and sentence or either of them, for revision once, but not more than once, and where the finding only is sent back for revision, the court have power, without any direction, to revise the sentence also.

(2) When the confirming authority finds it necessary to comment upon the proceedings of such a court-martial, whether original or revised, his remarks will be separate from and form no part of the proceedings. They will be communicated in a separate minute to the members of the court, or in exceptional cases where in the interests of discipline a more public instruction is required, they will be made known in the orders of the command. In

no case will he comment upon a finding of "not guilty" or upon the inadequacy of a sentence, and great care is to be taken not to interfere with the discretion with which the court is vested in the exercise of its judicial functions.

Evidence Revealing Facts Requiring Investigation— Action

589A. (1) Where statements made by an accused in mitigation of punishment reveal facts which might influence confirming officers in determining the proper sentence or contain matter which might call for disciplinary action, investigation into the truth or otherwise of such statements should be made by the confirming officer if practicable prior to confirmation.

(2) If such inquiry is likely to cause substantial delay in confirmation confirming officers may confirm the proceedings forthwith and make investigation with a view to subsequent reconsideration. They will use their own discretion whether they will retain the proceedings or will forward them at once to the Judge Advocate-General. In the latter case the outcome of the investigation will be communicated to the Judge Advocate-General subsequently.

590. If an officer who would have confirmed the finding and sentence of the court had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the accused has been acquitted, he will not annex his observations to the proceedings but will embody them in a letter for the information of the Minister.

Confirmation of Illegal Proceedings

591. If it appears to a confirming officer that the proceedings of a court-martial are illegal or involve substantial injustices to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed and the airman to be relieved from all consequences of his trial. If he is in doubt, he may refer the case for the opinion of superior authority. When the circumstances

of the case admit of reference without undue delay, the proceedings of the court-martial that have been confirmed will not be quashed without reference to the Judge Advocate-General. If the proceedings can be legally sustained and there is no substantial injustice, but an irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the airman. The same rule will apply when the proceedings of a court-martial, after confirmation, come under the review of any other authority competent to deal with them. Except as above provided, when an airman has been tried and sentenced by court-martial and the proceedings have been confirmed but the sentence has been wholly remitted, the remission does not extend to any penalty or forfeiture consequent on the conviction.

Petition After Sentence

591A. (1) Any officer or airman who considers himself aggrieved by the finding or sentence of a court-martial, may forward a petition to the confirming or reviewing authority through the usual channels.

(2) If such petition raises any question of law it should be referred to the Judge Advocate-General.

592. The proceedings of a G.C.M. are to be sent to the Judge Advocate-General, for transmission to the proper authority for confirmation by the Governor in Council.

Mode of Promulgation of Proceedings

593. (1) Where there has been a conviction by court-martial on all or any of the charges preferred against an accused person, the charges, finding, sentence, recommendation to mercy (if any) and confirmation or withholding of confirmation, will be promulgated by communication to the accused. Promulgation by the reading out of the particulars detailed above on a specified parade will take place only when the confirming authority specially so directs.

(2) The date of promulgation to the accused person is to be recorded on the final page of the proceedings.

(3) The result of every court-martial will be published in Air Force Routine Orders, and will be reproduced in the orders of the Command concerned and in Daily Routine Orders of the accused's unit only, unless a wider method of promulgation is directed by the confirming authority.

Disposal of Proceedings of Courts-Martial

594. All proceedings of courts-martial whether transmitted before or after promulgation, are to be accompanied by a letter specifying the nature of the contents.

595. (1) The proceedings of a D.C.M. will when promulgated be returned to the convening officer who will make the necessary communication respecting them to the President and Judge Advocate-General (if any) for their information. The D.O.C. will then transmit them to the Judge Advocate-General without delay. The proceedings of a G.C.M. confirmed abroad will be transmitted to the Judge Advocate-General as soon as possible after promulgation.

(2) The proceedings of any G.C.M. or D.C.M. which have not resulted in a conviction, or for any reason have not been confirmed, will be sent to the Judge Advocate-General.

595A. In forwarding proceedings which disclose any matters which appear to require investigation, such as allegations as to irregularities, or statements as to mental condition (or fitness for service) of the accused, made either in mitigation of punishment or in the recommendation of the court, or otherwise, the covering letter will state that steps are being taken, or have been taken, to inquire into the matters in question.

596. If the proceedings of G.C.M. or D.C.M. have not been forwarded to the Judge Advocate-General within one month from the date of confirmation, a special report of the cause of delay is to be made.

597-599.

**SECTION 4.—DISPOSAL OF ROYAL CANADIAN AIR FORCE
CONVICTS AND PRISONERS UNDER SENTENCE****General Instructions**

600. The forms for the commitment, removal and discharge of airmen sentenced by court-martial to penal servitude, imprisonment or detention, or awarded detention by order of a Commanding Officer, are annexed to these regulations and will be referred to by the letters they bear.

601.

602. When a person subject to these regulations is convicted by a court-martial, either within or without Canada, and is sentenced to penal servitude, such conviction and sentence shall be of the same effect as if such person (in these regulations referred to as an "air-force convict") has been convicted in Canada of an offence punishable by imprisonment and sentenced to imprisonment in a penitentiary by a competent court of criminal jurisdiction and all enactments relative to a person sentenced to such imprisonment by a competent court of criminal jurisdiction shall, so far as circumstances admit, apply accordingly.

603. (1) Where a sentence of penal servitude is passed by a court-martial in Canada the air-force convict on whom such sentence has been passed shall, as soon as practicable, be transferred to a penitentiary to undergo his sentence, according to the law, and until so transferred may be kept in air-force custody.

(2) The order of the committing authority (hereafter in this paragraph mentioned) shall be sufficient warrant for his transfer to a penitentiary.

(3) The air-force convict may be delivered at the penitentiary for the province by the sheriff of the county or district in which he is in air-force custody. Such sheriff shall convey the convict to the penitentiary for the province, and shall be entitled, after so doing, to receive his proper fees and expenses in that behalf.

(4) At any time before his arrival at the penitentiary the discharging authority (hereinafter in this section mentioned) may by order discharge the air-force convict.

(5) Any one or more of the following authorities shall be the committing authority for the purposes of this paragraph, namely:—

(a) The Minister.

(b) The Commanding Officer of the air-force convict, or

(c) The Officer Commanding the portion of the air-force or the district or command in which the air-force convict is.

(6) Any one of the foregoing authorities except the Commanding Officer of the air-force convict shall be the discharging authority for the purposes of this paragraph.

603A. (1) When a sentence of penal servitude is passed by a court-martial in any foreign country, the air-force convict on whom such sentence has been passed, shall as soon as practicable be transferred to a penitentiary in Canada for the purpose of undergoing his sentence according to law, and until so transferred may be kept in air-force custody.

(2) The order of the committing authority (hereinafter in this paragraph mentioned) shall be a sufficient warrant for the transfer of the air-force convict to a penitentiary.

(3) On his arrival in Canada, the air-force convict may be delivered either to the penitentiary for the province or to the sheriff for the county or district, who shall convey him to such penitentiary. The sheriff shall, if he conveys the convict, be entitled to receive his proper fees and expenses in that behalf.

(4) The air-force convict may at any time before he arrives at the penitentiary, be discharged by the discharging authority (hereinafter in this paragraph mentioned) having jurisdiction in any place where the air-force convict may for the time being be.

(5) Any one or more of the following officers shall be the committing authority for the purposes of this paragraph; that is to say,

(a) The officer who confirmed the sentence of the court.

- (b) The Commanding Officer of the air-force convict.
 - (c) The Officer Commanding the portion of the air force or the Officer Commanding the district in which the air-force convict is.
- (6) Any one of the foregoing authorities except the Commanding Officer of the air-force convict shall also be the discharging authority for the purposes of this paragraph.

604-605.

606. After an air-force convict has arrived at the penitentiary to undergo his sentence he shall be dealt with in the like manner as an ordinary civil prisoner under sentence of imprisonment therein.

Airmen under Sentence

607. An airman sentenced to imprisonment or detention will be classified and dealt with as follows:—

- (i) An airman will be committed to the nearest public (civil) prison where accommodation is available according to his religious denomination, when sentenced to imprisonment for offences under Sections 17 and 18 (4) and (5) of the Air Force Act, or for any offences under Section 41, or when sentenced to be discharged with ignominy, except as provided in (iii).
- (ii) An airman sentenced to detention will be committed to the nearest detention barracks where accommodation is available.
- (iii) An airman sentenced to be discharged with ignominy, who has been convicted of a purely Air Force offence only, will be committed to the nearest detention barracks where accommodation is available. A C.O. will ascertain that there is accommodation in that detention barracks before committing a prisoner thereto. If accommodation is not available, a prisoner of this class will be committed to a public prison as in (i).
- (iv) An airman sentenced to imprisonment for a purely Air Force offence only, and not sentenced to be discharged with ignominy, will be committed to the nearest detention barracks. This sub-para. does

not apply to a conscientious objector who is sentenced to imprisonment for an offence against discipline, which he represents at this trial to have been the result of a conscientious objection. He should be sent to the nearest public prison, as if his offence was included in para. 607 (i).

608. In the cases of an airman sentenced to imprisonment, the order of commitment to a public prison or to a detention barrack (form C) will be signed by the airman's Commanding Officer, unless he receives a commitment signed by some superior authority. In the cases of an airman sentenced to detention, the order of commitment to a detention barrack or barrack detention room (form D) will be signed by the airman's Commanding Officer, and when an airman who has been sentenced to imprisonment and who is temporarily confined in a branch detention barrack or barrack detention room, is transferred to a public prison or detention barrack, a fresh commitment (form C) must be sent with him for his admission into a public prison or detention barrack. When an airman is committed to a detention barrack, forms C and D will accompany the commitment.

609-614.

615. Every commitment to a civil or Air Force prison or to a detention barrack is to be accompanied by a medical certificate of the state of health of the airman. When the medical officer considers the airman unfit for the ordinary hard labour he is to state the grounds on which his opinion is based.

616. When an airman is committed to an Air Force prison or detention barrack, his conduct sheets and medical history sheet will be sent with him. On the airman's release they will be returned to the Commanding Officer. When the commitment is to a civil prison, copies only of the above documents will be sent with him.

617. An airman under sentence may, by an order signed by his Commanding Officer on Form Q, be committed for temporary detention, not exceeding 7 days, to any prison, police station, lock-up, or other place of confinement in which he may legally be confined. This order may be made at any time in case of necessity.

Removal of Airmen Under Sentence

618. An airman undergoing sentence by court-martial may be removed from the prison or detention barrack by the Air Force Authorities in order to bring him before an air force or civil court, either for trial, or as a witness or otherwise.

619.

620. When an airman, undergoing a sentence of imprisonment or of detention, or who is in Air Force custody is bound over, under recognizance, to appear as a witness before a civil court, and it is necessary to send him there under escort, the N.C.O. in charge will be furnished with the necessary funds by his Commanding Officer and will be instructed to apply to the court for the expenses of the escort and those of the airman. Failing the grant of expenses, the Commanding Officer will report the circumstances to the Defence Council.

621. An order for the removal of an airman from a prison or detention barrack for the purpose of being brought before a court-martial or civil court, will be made on Form K or L. The escort which removes him will obtain from the Governor of the gaol or the Commandant of the detention barrack, the original order of commitment, and will return it to the Governor of the gaol or the Commandant of the detention barrack to which the airman is returned. If he is returned to a different prison or detention barrack, one of the authorities in or under whose command the airman is at the time of his return, will make an order for his return to that prison or detention barrack (on Form K or L) which will be delivered to the Governor or Commandant with the original order of commitment. Application will be made to the Defence Council for the removal of an airman under sentence of a civil court.

622-624.

625. Section 172 (5) of the Air Force Act authorizes (although it does not oblige) the Commander of a ship to receive and detain as in Air Force custody, any airman or air force convict or person subject to Air Force law, charged with an offence, whose conveyance by sea has been sanctioned by a competent authority. When,

therefore, an airman is sent by sea either without an escort or with an insufficient escort, under this provision, a special order authorizing the airman to be conveyed by sea should be issued, either at the place of departure or at the port of embarkation, and produced to the Commander of the ship. The embarkation of the airman should be duly notified, to the Commanding Officer at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the Commander of the ship.

626. When an airman under sentence is included in an unarmed draft, a suitable number of men of the draft will be supplied with side-arms, etc., and employed as an escort. The arms, etc., will, on the arrival of the draft at the port of embarkation, be handed over by the officer in command to the officer in charge, who will arrange with the local Air Force authorities for their being returned to the unit which furnishes the draft.

627. When a unit changes station, an airman confined in a detention room is to be taken with it, and re-committed to the detention room at the new station. The removal from the detention room will be effected by an order (Form N) signed by the Commanding Officer.

628. When a unit moves from one place to another, an airman undergoing sentence in a civil prison, or detention barrack will, as a rule, remain there until the termination of his sentence, unless permission is received from Defence Headquarters for the airman to accompany his unit.

629-632.

Committal to and Discharge from Prison or Detention Barrack

633. An order for the discharge of an airman confined in a public prison or detention barrack under sentence of court-martial will not be required unless his release is desired before the termination of the sentence. An airman discharged from a public prison or detention barrack cannot be received over into Air Force custody under the sentence which he has been undergoing. Any of the authorities having power to remit or commute a sentence may, by an order signed by him (Form H or I) cause an airman under sentence to be discharged from a public

prison or detention barrack, but the order should not be made unless the immediate liberation of the airman is necessary. The order will state the necessity of the case and must be transmitted or delivered in such a manner as to enable the Governor of the prison or Commandant of the detention barrack to determine the authenticity of the order.

634. When an airman is undergoing detention under award of his Commanding Officer the Commanding Officer of that airman may, by an order signed by him (on Form J), cause the airman to be discharged from the detention barrack or barrack detention room before the expiration of the award.

635. An airman discharged from detention under para. 634 may be released from further confinement or may be kept in confinement in the guard detention room until the expiration of the term of detention awarded as may be ordered by the Commanding Officer. If released, the discharge will be held to include remission of the unexpired portion of the detention. If the discharge is made for the purpose of removal with his unit, or for embarkation, the airman will be received into the custody of an escort.

636. An airman released from prison, detention barrack, or detention rooms at any hour will be confined to barracks, and be exempted from duty on that day. The airman will be so informed.

637. An airman committed to a civil prison is to be sent so as to arrive before 10 o'clock p.m. An airman sent to an Air Force prison, a detention barrack or detention room is not to arrive later than 5 o'clock p.m.

Escorts

638. The escort of an airman is, as a rule, to consist of one N.C.O. and one aircraftman. If the airman is to be conducted to his unit after surrendering himself, a N.C.O. will be sufficient. In the latter case the conducting N.C.O. will take with him an order, signed by the Commanding Officer of the unit, directing the deserter's temporary release from arrest, without prejudice to his re-arrest and confinement, which will be effected on arrival at his unit. When

parties of two or more airmen are to be removed from one station to another the number of airmen to form the escort need not in ordinary cases exceed half the number to be escorted.

639.

640. Covered conveyance for an airman proceeding to prison should in all cases be provided. An airman proceeding to a detention barrack should be marched, unless, in the opinion of the Commanding Officer, exceptional circumstances render the provision of a conveyance necessary.

641. An escort is answerable for the safety of an airman entrusted to its charge, and will be provided with handcuffs from the stores if necessary. If a Commanding Officer considers it necessary that an airman should be handcuffed in any special case, he will give orders accordingly. When it is necessary to handcuff an airman dressed in uniform or plain clothes, a covered conveyance will be provided. An airman should never be marched handcuffed in Air Force custody through a public thoroughfare unless such a course is absolutely unavoidable.

642. A N.C.O. furnished, unless otherwise ordered, by the unit the airman is to join, will be sent to receive over every airman on the termination of his imprisonment or detention.

643. A N.C.O. sent to receive an airman from Air Force custody in another corps will be provided with money to pay for subsistence while in barracks or in a guard detention room.

Calculation and Expiration of Sentences

644. The rule for calculating the date on which sentences expire, unless a remission of any portion has been earned by good conduct under the rules for detention barracks, will be apparent from the following examples:—

- (i) A sentence of 8 months' imprisonment or detention awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.

- (ii) A sentence of 9 months' imprisonment or detention awarded on the 29th, 30th or 31st May expires on the last day of the following February, except in Leap Year, when a sentence awarded on the 29th May would expire on 28th February.

SECTION 5.—DETENTION BARRACKS, PRISONS AND DETENTION ROOMS

645-647.

648. A detention barrack or detention room may be used for the safe custody of an airman who has been remanded for trial by court-martial, or who has been tried and is awaiting the promulgation of the finding and sentence of a court-martial, whenever there is accommodation and arrangements can be made for his being supplied with the ordinary rations and messing of an airman during such detention. The commitment will be made on Form R. He should be allowed to take exercise during a reasonable portion of each day, and be kept apart from airmen undergoing sentence. He will not be obliged to work otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those he might be called on to perform if not under detention. As such a man will not receive the ordinary detention barrack diet he will be shown separately in the detention barrack provision accounts.

649. Before the commitment of an airman to prison or detention barrack under sentence of court-martial, authority for his release from custody, as described in para. 648, will be given on Form S. For the purpose of promulgation of the finding and sentence of the court an airman will be removed in his unit when the latter is not inconveniently distant.

650-651.

652. An airman is to be committed to or released from a detention barrack or detention room after the regular dinner hour, and before 5 p.m. At home the normal hour for release from a detention barrack or detention room will be 2 p.m.

652A. Any money or superfluous article in possession of an airman who will return to the Permanent Active

Air Force after the completion of his sentence will be taken from him before he is sent to a detention barrack, and restored to him upon his return to duty.

653. Before admission to a detention barrack or detention room, an airman is to be examined by a medical officer, who will furnish a certificate as to his state of health and report any disability likely to interfere with the execution of the punishment awarded.

654. A Commanding Officer is to send to the detention barrack for an airman of his unit at the expiration of his detention. Should the Commanding Officer fail to do so, a report is to be made of the omission and the man should be sent to his unit, or to the unit to which he has been attached, under the charge of one of the assistants so that no one shall, by any possibility, be detained beyond the period of his sentence.

655. Orders as to the inspection, administration, and interior economy of detention barracks, and the discipline and air force training therein, will be issued through the Adjutant-General.

656. The warrant officer or N.C.O. in charge of detention room will ascertain, before receiving an airman into custody, that he has been committed by proper authority, and will receive all such airmen to the extent of the accommodation available. He will also discharge an airman before the expiration of his sentence when required to do so by competent authority, but he will be careful that the discharge order bears the signature of the proper officer.

656A. The Minister and on Active Service, any officer appointed by him, may set apart any building or part of a building as an Air Force prison or detention barrack, and may declare that any such building, or part of a building, shall be an Air Force prison or detention barrack, as the case may be, and every Air Force prison so declared shall be deemed to be a public prison within the meaning of the provisions of these regulations relating to imprisonment.

656B. Unless otherwise provided by regulation, the rules governing the conduct of air force detention barracks and air force prisons made by a Secretary of State under the Imperial Air Force Act shall apply to air force prisons

and detention barracks established under these regulations, and the rules for detention rooms similarly approved under the Imperial Air Force Act shall apply to detention rooms established hereunder.

656C. In any country in which operations against the enemy are being conducted, the powers of the Minister under this section with respect to air-force prisons and detention barracks shall be exercisable by the officer Commanding-in-Chief in the field, whether such officer is an air-force, military or naval officer, and shall include a power of declaring any place to be an air-force prison or a detention barrack, and the limitations on the power of making rules as to the punishment of prisoners and airmen undergoing detention and as to the severity of imprisonment and detention shall not apply; provided that nothing in this subsection, or in any rules made thereunder, shall authorize flogging or other corporal punishment to be inflicted for any offence.

656D. Every detention barrack and detention room shall be inspected at least once a week to ensure that it is conducted in accordance with the rules in that behalf. It shall also be inspected and each occupant visited daily by an officer of the staff and by a medical officer, who shall be named periodically in orders for that duty. The reports of these officers shall be sent to the Officer Commanding the station or command.

656E. (1) Where a sentence of imprisonment is passed by court-martial, the person on whom that sentence has been passed (in the provisions of these regulations relating to imprisonment referred to as an "air-force prisoner") shall undergo the term of his imprisonment either in air-force custody or in a detention barrack or in a public prison, or partly in one way and partly in another, and where a sentence of detention is passed by a court-martial or a Commanding Officer, the person on whom that sentence has been passed (in the provision of these regulations relating to detention referred to as an "airman undergoing detention") shall undergo the term of his detention either in air-force custody or in a detention barrack, or partly in one way and partly in the other, but not in a prison.

(2) Any person sentenced to imprisonment may be confined in a detention barrack; if he is sent to a civil prison, he shall be sent to the civil prison for the area within which he was sentenced.

(3) The order of the Committing authority hereafter mentioned shall be sufficient warrant for the transfer of an air-force prisoner to a public prison or a detention barrack, or an airman undergoing detention to a detention barrack.

(4) An air-force prisoner while in a public prison shall be confined, kept to hard labour and otherwise dealt with in the like manner as an ordinary prisoner under a like sentence of imprisonment, and where the hospital or place for the reception of sick persons in a public prison or a detention barracks is detached from the prison or detention barrack, an air-force prisoner or an airman undergoing detention may be detained in that hospital or place, and conveyed to or from the same as circumstances require.

(5) An air-force prisoner or an airman undergoing detention, during his conveyance from place to place, or when on board ship or otherwise, may be subjected to such restraint as is necessary for his safe custody and removal.

657.

657A. (1) The term of penal servitude, imprisonment or detention to which a person is sentenced by a court-martial, whether the sentence has been revised or not, and whether the person is already undergoing sentence or not, shall be reckoned to commence on the day on which the original sentence and proceedings were signed by the president of the court-martial.

(2) An offender under these regulations shall not be subject to imprisonment or detention for more than two consecutive years whether under one or more sentences.

657B. When an air-force convict or air-force prisoner or airman undergoing detention is for the time being in custody, whether air-force or civil, in any place or manner in which he might legally be kept in pursuance of these regulations, the custody of such convict or prisoner or airman shall not be deemed to be illegal only by reason of any informality or error in or as respects the order,

warrant, or other document or the authority by or in pursuance whereof such convict or prisoner or airman was brought into or is detained in such custody, and any such order, warrant or document may be amended accordingly.

657C. When an air-force convict, or an air-force prisoner, or an airman undergoing detention, or a person who is subject to these regulations and charged with an offence, is a prisoner or airman in air-force custody and for the purpose of conveyance by sea is delivered on board a ship to the person in command of the ship or to any person on board ship acting under the authority of the commander, the order of the air-force authority which authorizes the prisoner or airman to be conveyed by sea shall be a sufficient authority to such person and to the person for the time being in command of the ship, to keep the said prisoner or airman in custody and convey him in accordance with the order, and the prisoner or airman while so kept shall be deemed to be kept in air-force custody.

657D. (1) The warden or governor of every penitentiary or gaol shall receive and confine, until discharged or delivered over in due course of law, all prisoners sent to such prison in pursuance of these regulations, and every person delivered into his custody as a deserter or absentee without leave by any person conveying him under legal authority, on production of the warrant of a court of summary jurisdiction on which such deserter or absentee without leave has been taken or committed.

(2) Every such warden or governor shall also receive into his custody for a period not exceeding seven days any airman in air-force custody upon delivery to him of a written order purporting to be signed by the Commanding Officer of such airman.

(3) The provisions of this section shall apply to a person having charge of any police station or other place in which prisoners may be legally confined.

657E. If a person imprisoned or undergoing detention by virtue of these regulations becomes insane, then, without prejudice to any other provisions for dealing with such insane persons, the Lieutenant-Governor may order the removal of such person to an asylum or other proper

place for the reception of insane persons in the province there to remain for the unexpired term of his imprisonment or detention, and, upon such person being certified in the like manner to be again of sound mind, may order his removal to any prison or detention barrack in which he might have been confined if he had not become insane, there to undergo the remainder of such punishment.

658.

658A. When a sentence of imprisonment or detention is passed by a court-martial or Commanding Officer beyond Canada, then, if and as soon as the Air Force prisoner or airman undergoing detention on whom such sentence has been passed is brought to Canada, the provisions of these regulations shall apply in the same manner in all respects as if the sentence of imprisonment or detention had been passed in Canada, with this addition, that the Commanding Officer of the force to which the Air Force prisoner or airman undergoing detention belonged at the time of his being sentenced shall also be deemed to be a committing authority, whether such officer is an officer of the Air Force or of the Militia or the Canadian Navy.

658B. The forms for the commitment, removal and discharge of offenders sentenced by court-martial to penal servitude, imprisonment or detention, or awarded detention by order of a Commanding Officer are annexed to these regulations in Appendix V, and are lettered A to U inclusive.

658C. An airman under sentence may, by an order signed by his Commanding Officer on Form Q, be committed for temporary detention, not exceeding seven days to any prison, police-station, lock-up, or other place of confinement in which he may legally be confined. Such an order may be made at any time in case of necessity.

659.

659A. When an airman is sentenced to imprisonment, the order of commitment to a public prison or to a detention barrack (Form C) shall be signed by the airman's Commanding Officer unless he receives a commitment signed by some superior authority. When an airman is sentenced to detention, the order of commitment to a detention barrack or barrack detention room (Form D or G) shall

be signed by the airman's Commanding Officer, and when an airman sentenced to imprisonment and temporarily confined in a branch detention barrack or barrack detention room, is transferred to a public prison or detention barrack, a fresh commitment (Form C) shall be sent with him for his admission into a public prison or detention barrack.

660-661.

661A. (1) Any of the following authorities, namely:—

- (i) The Minister.
- (ii) The Officer Commanding the portion of the air force or the district or command to which the air force prisoner or airman undergoing detention belongs, may at any time, by order, remove an air force prisoner from one public prison or detention barrack to another prison or detention barrack, or an airman undergoing detention from one detention barrack to another, so that he be not removed from a prison or detention barrack in Canada to a prison or detention barrack elsewhere, and either of the foregoing authorities or the officer who confirmed the sentence may at any time, give directions for the delivery into air force custody of any air force prisoner or airman for the time being undergoing his sentence of imprisonment or detention, and for the removal of such prisoner or airman, whether with his corps or unit, or separately, to any place beyond Canada where the corps or unit, or any part thereof, to which for the time being he belongs, is serving or under orders to serve, and any of the foregoing authorities, or the commanding officer of the air force prisoner or airman undergoing detention, may from time to time by order provide for his being brought before a court-martial, or any civil court, either as a witness or for trial or otherwise and an order of such authority shall be a sufficient warrant for delivering him into air force custody and detaining him in custody until he can be returned, and for returning him to the place from whence he is brought, or to such other place as may be determined by the removing authority.

(2) The directions of any of the foregoing authorities shall be sufficient authority for the removal of such prisoner or airman from the prison or detention barrack in which he is confined, and for his conveyance in air-force custody to any place designated, and for his intermediate custody during such removal and conveyance.

662.

662A. The order for the removal of an airman from the prison or detention barrack shall be made on Form K, L, M, N, O or P. The escort which removes him shall obtain from the governor of the gaol or the commandant of the detention barrack, the original order of commitment, and will return it to the governor of the gaol or the commandant of the detention barrack when the airman is returned. If he is returned to a different prison or detention barrack, one of the authorities in or under whose command the airman is at the time of his return will make an order for his return to that prison or detention barrack which will be delivered to the governor or commandant with the original order of commitment.

663-665.

Chapter X

COURTS OF INQUIRY, COMMITTEES AND BOARDS

SECTION 1.—COURTS OF INQUIRY

- 666.** (i) A court of inquiry or board of officers may be assembled by the Minister, or by an officer in command to assist in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed; it may be required to give an opinion on any point. A court of inquiry or board of officers may consist of any number of members, its composition being determined by the convening officer according to the circumstances under which it is assembled. Three members, the senior acting as president, will in ordinary cases be sufficient. Attention is particularly drawn to the regulations for courts of inquiry contained in Rule of Procedure 124.
- (ii) No court of inquiry, or board, the assembly of which involves expense to the public, will be convened without special authority from Defence Headquarters; but, when permanently employed medical officers are not available, District Officers Commanding will detail other medical officers for boards assembled under para. 392 (10).
- (iii) Courts of inquiry, as a general rule, sit with closed doors, but they may be either open or closed, according to the nature of the investigation, or as may be directed by the convening officer. Any officer or airman whose character or Air Force reputation may be affected by the inquiry should be present, and may either answer or refuse to answer any question put to him, or may avail himself of the opportunity to explain any particular act, or any part of his conduct on which an imputation prejudicial to him may have arisen. The rank of the officers composing the court should be equal, or superior, to that of any officer whose conduct or character may be implicated in the investigation. The presence of a professional adviser before a court of inquiry will not be permitted.

- (iv) Unless the exigencies of the service render it absolutely necessary, district, garrison, or Air Force courts of inquiry and boards should not be held during those hours which are devoted to parades or other instruction of the airman.
- (v) Unless otherwise specified, the president will fix the time and place for assembly, cause notice of the same to be given to all witnesses and persons interested, and preside during the sittings. If the members cannot agree on an opinion collectively, any dissenting member should state, in writing, the nature and extent of the difference, or give his opinion to the president for transmission with the proceedings.

667. The officer assembling a court of inquiry, committee, or board, will appoint a president by name, or failing such appointment, the senior member will preside. When the convening officer has so appointed a president, no officer senior in rank to the president will be appointed to serve as a member of the court of inquiry, committee or board.

668. (i) When stores, equipment or clothing, or supplies of any kind, belonging to the public, are lost, stolen, destroyed, or damaged, or when a deficiency is discovered on any store account, or in case of losses of animals other than through natural causes, or of structural damage, the amount of loss, i.e., the value of the stores lost, stolen, destroyed, or deficient, or the cost of making good damages, will be ascertained. The value of stores deficient on a store account means the sum total of the values of the stores deficient on individual headings of account, without any abatement in respect of stores, which may be surplus on other headings of accounts.

(ii) Losses or deficiencies of cash will be dealt with under paragraph 670.

669. Should any explosion occur in any magazine, cartridge store or other explosive store, or should an accident caused by an explosion during the firing of guns, etc., and involving severe injuries to personnel or extensive damage to material, happen, the Officer

Commanding the Military District in which such explosion or accident occurs will, in addition to any other procedure otherwise laid down, notify the occurrence by telegraph direct to the Deputy Minister, Department of National Defence, informing him of the time and place of the court of inquiry ordered to investigate the case.

Investigation of Flying Accidents

- 669A.** (a) "Flying Accidents" shall, as regards Courts of Inquiry, be deemed to mean any accidents (other than those directly caused by enemy action) in which:—
- (i) An air craft is damaged.
 - (ii) Injury is suffered by personnel who are occupants of an aircraft or who have jumped or fallen from a moving aircraft or who are struck by a moving aircraft or airscrew.
- (b) A Court of Inquiry need not be held on a flying accident, when the Officer Commanding is satisfied, that the cause of the accident is free from doubt, and no useful purpose is served by so doing. Instead the Officer Commanding is to submit to Air Command Headquarters a report on Form R.C.A.F. D.14 in duplicate.
- (c) Should the cause of a flying accident be in doubt, the Officer Commanding will, where the exigencies of the service so permit, convene a Court of Inquiry. Where this course is not convenient he may detail one officer to make an official investigation in which all evidence is reduced to writing. If the evidence recorded by the Investigating Officer does not bring to light the cause of the accident, and any useful purpose yet remains to be served, the Officer Commanding is to convene a Court of Inquiry.
- (d) Courts of Inquiry on flying accidents are to be recorded on Form R.C.A.F. D.6, and reports of officers investigating flying accidents on Form R.C.A.F. D.13.
- (e) An officer detailed to investigate a flying accident will record evidence only; the Commanding Officer

will give his opinion as to the cause of the accident and make recommendations to prevent recurrence of similar accidents.

- (f) In cases of fatal accidents a copy of a local newspaper containing a report of the coroner's inquest should, if available, be attached to the proceedings. A copy of the coroner's inquisition should only be attached in exceptional cases and where it would be likely to throw additional light on the question of responsibility for the accident.

669B. (a) Conducting a Court of Inquiry.

- (i) The Findings which the Court is called upon to make by its terms of reference should be kept clearly in view in conducting the inquiry.
- (ii) The Court will bear in mind that its Findings (including its opinion as to the cause of the accident) must be based upon and supported entirely by the recorded evidence of the witnesses or by additional facts ascertained by the Court itself, which it will record in items A (viii) and A (ix) of the Findings. (Form R.C.A.F. D.6.)
- (iii) The Court will be responsible that the necessary witnesses are called and that their evidence on all material points is recorded. If the Court has not considered it necessary or feasible to visit the scene of accident or to examine Log Books it will state these facts in items A (viii) and A (ix) of the Findings.
- (iv) Where the injuries to any person involved in the accident are such as preclude his evidence being available when the Court is held, the Court will so state in item (B) of the Findings.
- (v) The evidence of every witness must be recorded in the Proceedings. This will be done on ordinary foolscap sheets. The pages of these sheets (after being signed as described below) must be consecutively numbered and securely fastened.
- (vi) Each witness must sign each page of the evidence upon which his own evidence is recorded.

- (vii) The questions put to witnesses should be as simple as possible, and the Court should see that the recorded evidence of each witness is free from ambiguity, although it may not agree with the evidence of another.
- (viii) The Headings of the Findings of the Court have been framed so as to meet the case where more than one aeroplane is involved in the accident, and the Court will take care to see that the Findings clearly indicate to which aeroplane they refer.
- (ix) Duplicate copies of the Proceedings will be forwarded to Air Force Headquarters, through the normal channels, when the Air or other Officer Commanding is satisfied that the Proceedings are in proper form and that the Findings of the Court as to the cause of the accident and the recommendations for the prevention of repetition of similar accidents meet with his concurrence.

669C. Report of an Officer Investigating a Flying Accident.

The evidence recorded by an officer detailed to investigate a flying accident will be taken in a similar manner to the evidence of a Court of Inquiry into a flying accident, except that it will be taken by an individual officer instead of by a Court of Inquiry.

670. Paras 670A and 670B shall not apply to flying accidents as defined in Para. 669A.

670A. When the amount of the loss, including the cost of structural repairs, exceeds \$250, the matter will at once be reported to the A.O.C. concerned, and will be investigated by a court of inquiry to be composed, if possible, of officers not belonging to the unit or department concerned.

- (i) If, after considering the opinion of the court, the A.O.C. considers that the loss is due to neglect of duty, or to any other offence under the Air Force Act, he will, in the case of an officer, apply to Defence Headquarters for instructions, and in other cases either convene a court-martial or apply to Defence Headquarters for authority to allow the

individual responsible to pay the whole or part of the loss instead of being tried by court-martial, or of being removed from his appointment or from the service. (As regards liability in case of fire caused by negligence, see para. 1029.)

- (ii) If the A.O.C. is of opinion that the loss is not due to an offence under the Air Force Act, but that no satisfactory explanation has been given, he will report to Defence Headquarters whether he recommends that the individual responsible should be allowed to pay the whole or part of the loss, or be superseded in promotion, or removed from his appointment.
- (iii) If such Officer Commanding is of opinion that a satisfactory explanation has been given, he will apply to Defence Headquarters for authority to write off the loss.
- (iv) Deficiencies in money or supplies, the property of an Air Force Institute, will be dealt with under the provisions of this paragraph, except that sub-paragraph (iii) shall not apply.

670B. When the amount of loss, including the cost of structural repairs, does not exceed \$250, the superior officer of the individual responsible, will (except as provided in paragraph 1030) make a full inquiry into the circumstances and report thereon to the Air Officer Commanding, who will dispose of the case in accordance with the provisions of Appendix VIII.

- 670C.** (i) When ammunition is found to be defective, the date of manufacture found on the box is to be noted. The rounds complained of with their wrappers, charger cases or bandoliers and additional samples from the same box and the arms in which the failures occurred, will, as far as possible, be examined locally for the information of the District Officer Commanding, who, if necessary will proceed as outlined in sub-paragraph (ii).
- (ii) An accident or damage to small arms or small arm ammunition caused by firing or otherwise will be reported at once to the District Officer Commanding,

who will notify the District Ordnance Officer. The District Officer Commanding will, at once, order a Court of Inquiry to assemble. Evidence will only be taken in reference to what actually happened, without dealing with the technical aspects of the case, or expressing an opinion as to the probable cause of the accident. The proceedings should be forwarded by the District Officer Commanding direct to Defence Headquarters with as little delay as possible, the arms (just as found after the accident) will be forwarded by the District Ordnance Officer concerned, with the necessary vouchers, direct to the Inspector of Armourers, Quebec, and the ammunition (also just as found after the accident) to the Chief Inspector of Ammunition, Quebec. Both officers will forward their reports (together with their opinions and recommendations) direct to Defence Headquarters, as soon as possible.

- (iii) All losses of arms will be investigated by a Court of Inquiry, the proceedings of which will be forwarded in duplicate to Defence Headquarters for final approval.

671. In the case of deficiencies in money or supplies, the property of an institute, no portion of the loss will be borne by the public. The case will at once be the subject of a Court of Inquiry.

672. (i) When any loss or damage occurs, or is believed to have been occasioned by an officer or airman on duty, to any property belonging to the Government, or to any corporation, or person, and it appears probable that such loss or damage will lead to a claim for compensation against the public, the Commanding Officer of the Officer or Airman will at once report the matter to the Air or other Officer Commanding the formation, who will, whether it is decided to convene a court-martial or not, assemble a Court of Inquiry to investigate the matter without delay.

When the estimated damage is in excess of \$250 the court will usually be composed of officers who do not belong to the same unit as the officer or airman concerned.

Such Court will inquire generally into the circumstances of the loss or damage, and may be required to report on—

- (a) The amount of loss or damage.
- (b) Whether the Officer or airman was on duty when the loss or damage is alleged to have been occasioned.
- (c) Whether the loss or damage was occasioned by any wrongful act or negligence on the part of an officer or airman.

The attention of the court is to be directed to Rule of Procedure 125A, (B), (G) and (H).

The court will be guided by the written instructions of the authority who assembled the court. The instructions will be full and specific, and will state the general character of the information required. They will also state whether a report is required or not.

(ii) Accidents to R.C.A.F. motor transport, or collisions between R.C.A.F., and privately owned vehicles will be dealt with as prescribed in paragraphs 1966 and 1967, and sub-paragraph (i) above.

673. A court of inquiry under Section 72 of the Air Force Act, for the purpose of determining the illegal absence of an airman, will be held in all cases (except in those of absconded recruits) at the expiration of twenty-one clear days from the date of absence, or as soon after as practicable, unless the airmen has been taken into custody. Before declaring the deficiency of any arms, etc., the court will satisfy itself by evidence that the absentee was, within a reasonable period of the date of absenting himself, in possession of the articles it finds to be deficient. The court will record the values of the unexpired wear of all articles of government property found to be deficient. A court of inquiry is not to be held on an airman of the Air Force Reserve unless he was subject to Air Force law, as described in Section 176 (5) of the Air Force Act, at the time of the commission of his offence.

674. When an airman, whether on or off duty, is maimed, mutilated, or otherwise injured (except by wounds received in action), a report will be forwarded by the medical officer in charge of the case to the airman's Commanding Officer as soon as possible after the airman's admission to hospital.

- (i) When an airman is injured in any way when on duty, by or through the fault of a civilian or civilians, and receives compensation from such civilian or civilians, in lieu of any future claim, the fact should be recorded in the proceedings of the court of inquiry (if held).
- (ii) If the medical officer certifies that the injury is of a trivial character, unlikely to cause permanent ill effects, no court of inquiry need be held, unless considered necessary under sub-para. (iii) (b), (c) and (d). The report of the medical officer in charge of the case will then be attached to the airman's medical history sheet, on which it should be recorded whether the man was on duty and whether to blame.
- (iii) In the following cases a court of inquiry will be assembled (other than as provided for in Para. 669A) to investigate the circumstances:—
 - (a) If the injury is fatal (unless an inquest is held) or certified by the medical officer to be of a serious nature.
 - (b) If, in the opinion of the C.O., doubt exists as to the cause of the injury.
 - (c) If, in the opinion of the C.O., it is doubtful whether the airman was on or off duty at the time he received the injury.
 - (d) In cases where for any reason it is desirable thoroughly to investigate the case of injury.
- (iv) When no evidence as to the circumstances attending the injury, beyond that of the injured airman, is forthcoming, it should be so stated in the proceedings. The court will not give any opinion, but the airman's C.O., will record his opinion on the evidence, stating whether the airman was on duty and whether to blame. The proceedings will then be sent to the D.O.C., for confirmation, and the latter will state on the proceedings whether or not he has remitted the hospital stoppages (see Allowance Regulations). In the Royal Canadian Air Force a record will be made on form prescribed by the C.O., that a court of inquiry has been held, and also as to whether the airman was on duty and

whether or not to blame. This document will then be passed to the medical officer, who will record his opinion as to the effect of the injury on the airman's service. Finally the proceedings will be attached to the airman's original attestation.

674A. The nature and cause of illness or injuries which occur to officers, warrant and non-commissioned officers, airmen or horses of the Royal Canadian Air Force, while on duty during the period of annual training, are to be fully investigated at the time by a court of inquiry or a board of officers in accordance with the Pay and Allowance Regulations.

675. Whenever officers or airmen are taken prisoners by an enemy, a court of inquiry, under Rule of Procedure 124, will be assembled under local arrangements to inquire into the conduct of the senior officer or airman of the party, and, if the D.O.C. considers it desirable, into the conduct of any officers or airmen of the party.

676. Committees and boards differ only from courts of inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for courts of inquiry, but are in no way bound by them.

677. All proceedings of courts of inquiry, committees, and boards for which special forms are not provided, are to be written on form prescribed. The president and all the members will sign the proceedings.

678. The hour for the assembly of boards or courts of inquiry, in hospital will be arranged between O.C. units and the medical officer in charge.

SECTION 2.—OFFICERS' MEETINGS, COMMITTEES, ETC.

678A. Meetings of officers may be called only by Commanding Officers who are held responsible that they shall be for a proper purpose.

678B. (1) For the consideration of general Air Force business in connection with his unit, for the election of a unit committee, and for the election of a band committee, (if the unit has a band), the Officer Commanding each Auxiliary Active Air Force Unit will annually call a meeting of all his officers, such meeting, of which 14 days'

notice will be given by the C.O., will take place in January, February or March, or during annual training in camp, whichever time may be most convenient.

(2) Each committee will be composed of three officers, who will hold office for the ensuing year, or until successors are appointed.

(3) If a member of either committee resigns or becomes inefficient, the Commanding Officer will appoint a successor. Each committee will appoint one of its members to be president, and another to be secretary-treasurer. The Commanding Officer will be ex-officio a member of both committees.

678C. Each committee is to submit to the annual meeting of officers the following statements in detail:—

(a) Of all moneys received and expended during the past year or since the last annual report.

(b) The cash balance, supported by the bank pass-book.

(c) Of all liabilities of all kinds for which the unit may be made responsible.

A certified copy of these statements, and the proceedings of the annual meeting, are to be forwarded by the Commanding Officer within one month after the annual meeting to the D.O.C.

678D. The secretary-treasurer of each committee will be responsible to the president for all moneys and will keep books of account showing receipts and expenditures with vouchers. These books and vouchers are to be laid before the officers at their annual meeting and at such other times as the Commanding Officer may direct. All propositions for expenditures which form a charge upon the officers of the unit must be submitted and approved of at a meeting of officers.

678E. When the government grant to the band (*see* Pay and Allowance Regulations) is authorized to be paid, the president of the band committee will receive the same and expend it with the joint advice of the other members of the committee.

678F. No remunerations will be given in respect of service as a member of a unit or band committee.

679-680.

Chapter XI

TRAINING

SECTION 1.—GENERAL

681. Training of the Permanent Active Air Force is continuous subject to Para. 686 of these regulations.

682. The Royal Air Force Staff College at Andover, England, is maintained for the purpose of affording selected officers instruction in the higher branches of the art of war and in the staff duties. An officer who has graduated will have the letters p.s.a. recorded after his name in the Royal Canadian Air Force Lists, and be eligible for staff employment.

683. A list of Units or Personnel of the Auxiliary Active Air Force or R.C.A.F. Reserve authorized to undergo training will be published periodically in General Orders. Training will be carried out in accordance with Para. 686 of these regulations.

684. An officer or airman may be allowed to perform his annual training with another Unit of the Auxiliary Active Air Force, provided the written consent of the two Commanding Officers and the approval of the Chief of the Air Staff is obtained and the authorized establishment of the unit with which he trains is not exceeded.

685. (1) Officers and airmen of the Royal Canadian Air Force on leave and residing temporarily in the British Isles, may, with the approval of the Air Council be allowed to be attached to and to perform training with the Royal Air Force.

(2) Applications for such attachments will be submitted through the usual channels to Defence Headquarters. At the end of the period of training, a certificate will be obtained from the officer commanding the formations or units to which they may be attached, showing the place of training and number of days training performed and the nature thereof. This certificate will be forwarded by the attached officers or airmen direct to the Chief of the Air Staff.

686. Such training of the R.C.A.F. as may be prescribed by the Minister will be carried out in accordance with instructions which may be issued from time to time in R.C.A.F. Orders and Instructions.

687. An officer or airman of the Royal Air Force residing temporarily in Canada may, with the approval of the Minister be allowed to be attached to a unit of the Royal Canadian Air Force for not more than two years in succession, for the purpose of carrying out his annual training provided no expense to the Canadian Government is incurred.

688. A "Sword of Honour" may be awarded annually to the pilot officer (Provisional) who, on passing out from an Advanced Flying Training Course, is recommended by the commanding officer of the station as having most distinguished himself in flying ability, study, sport and general influence whilst undergoing training, and such other conditions as may be laid down from time to time in R.C.A.F. orders and instructions. (Effective 1-4-39.)

689-903.

Chapter XII

GENERAL DUTIES AND MISCELLANEOUS PROVISIONS

SECTION 1.—FLYING DUTY

904. Any officer, warrant officer, non-commissioned officer or aircraftman may be ordered, as part of his air force duty, to go up in aircraft, either as a passenger when the flight is considered by superior authority to be necessary for some air force purpose or training, or for reconnaissance purposes whenever service exigencies require it.

905. Officers and airmen are to comply with such flying regulations as have been or may be issued from time to time by the Chief of the Air Staff.

906-907.

Responsibility for Public Money and Stores

908. An officer entrusted with public money will keep such a record of his cash transactions as may be required by the regulations and instructions and the book in which this is kept will be retained under lock and key in the officer's own custody. Every officer charged with making payments will either make them himself or see that they are made in his presence; he is personally responsible for any sum of money he may entrust to subordinates. Any officer or other person in charge of public stores of any kind is strictly forbidden to lend any article under his charge for any purpose not sanctioned by his C.O.

909. A squadron, etc., commander (or the administrative officer acting on his behalf) is responsible that all cash payments made to an airman and all stoppages, etc., made from time to time are recorded in the pay and mess book. The cash payments will be made in the presence of an officer and two witnesses (other than the pay sergeant), who will certify that the amounts charged have been actually paid. In the case of airmen serving with a detachment where no officer is present, each man will sign the detachment pay sheet.

An O.C. Unit will supply the paymaster with all necessary information affecting the men under his command, and will see that he is supplied duly with certified copies of Part II Orders.

910-911.

912. The duties of paymaster and quartermaster should not, if it can possibly be avoided, be combined in one person. Paymasters and quartermasters will not preside over committees for the management of mess, band, institute or other Air Force funds, nor will the moneys of any of these funds be placed in their custody.

913-919.

Kits and Private Property of Airmen

920. When an airman is given up to another Unit as a deserter, his kit is to be sent with him, and his account settled between the squadron, etc., commanders as in cases of transfer. See also Clothing Regulations.

921. When an airman is sentenced to penal servitude, imprisonment or detention, on the expiration of which he will not rejoin his unit, he will be informed that the Air Force authorities are not responsible for the custody of any private property he may possess. Facilities will be given to him for making private arrangements for the custody or disposal of his property, including necessities not sent with him to prison or detention barracks. Should he, however, decline or fail to make private arrangements prior to quitting his unit, any articles then remaining in Air Force charge will be sold by auction.

922. Para. 921 will not apply to deserters and airmen convicted of felony, whose property will be dealt with in accordance with the Regimental Debts Act and the Warrant and Regulations relating thereto.

922A.

SECTION 2.—STATION DUTIES

Roster of Duties

923. For all duties, whether with or without arms, and whether performed by units or individuals, the roster will commence from the senior downwards.

924. Duties are classified as:—

- (i) Guards—(a) of the Sovereign; (b) of Members of the Royal Family; (c) of Viceroys; (d) of the Captain-general or Governor of a colony; (e) of the Commander-in-Chief abroad.
- (ii) Duties under arms—(a) divisional; (b) group or station; (c) unit.
- (iii) Courts-martial—(a) general; (b) district.
- (iv) Boards or Courts of Inquiry—(a) divisional; (b) group; (c) unit.
- (v) Working parties.
- (vi) Fatigues.

925. When an officer's tour for more than one duty comes around, he will be detailed for that duty which takes precedence in para. 924. An officer detailed for one duty will, in addition, be detailed for such other duties as he can perform consistently with the proper discharge of the first mentioned duty, and whether it is his turn by roster for the additional duties or not. When an officer is on duty he will receive an overslough for all other duties which may come to his turn. Being detailed as "in waiting" does not count as a tour of duty. An officer on duty will attend parades and perform such other incidental duties as do not interfere with the special duties for which he has been detailed.

926. Attendance at a court-martial, the members of which have assembled and been sworn, will reckon as a tour of duty, though the court may be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members will be considered available for other duties; they will not, however, quit the station without the authority of the convening officer until the court has been dissolved. This rule is also applicable to courts of inquiry and boards.

927. A unit detachment, guard, piquet, or fatigue party is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade.

928. An officer detailed in orders will not exchange his duty with another without the permission of the authority by whom he was detailed.

928A. A Group Captain will not be included in the field officer's roster, but will have special duties assigned to him.

928B. An officer exercising a Wing Commander's command, will, as a rule, be exempted from serving as field officer of the day, and on other ordinary garrison duties, except when the Officer Commanding at the Station considers that, owing to the small number of field officers available it is not advisable to exempt him.

928C. Every Squadron Leader on the garrison duty roster will do garrison duty as a field officer. A brevet field officer will do duty as a field officer in camp and garrison, but he will also perform unit duties according to his unit rank. When performing garrison duties as a field officer he will be mounted.

929-933.

Daily Duties

934. At a home station the hours for "Reveille", "Retreat" and "Tattoo" will be:—"Reveille" varying from 5 a.m. in summer to 6.30 a.m. in winter; "Retreat" at sunset; "Tattoo" (last post) at 10 p.m. unless otherwise specially ordered. In the Yukon and Northern Territories these hours may be varied by an officer commanding to suit local conditions.

935. Between Tattoo and Reveille no call will be sounded except "lights out" (which will be sounded a quarter of an hour after "last post") and the "alarm", or other signal for Air Force to turn out.

936-937.

938. An officer of the day will be detailed in each unit to superintend duties.

939.

940. Airmen will be warned for all duties, etc., by means of daily orders posted in a suitable place.

940A. The field officer of the day will be present at garrison guard mounting and will visit all such guards by day and night. He will take command of the piquets in case of fire, riot or alarm. In the morning, when the guards dismount, the reports of their commanders will be forwarded by the field officer to the O.C. the station, together with his own report.

940B. In a small garrison, a Flight Lieutenant will do the duty of field officer of the day in the same manner, and in all respects as a field officer. When the guards are numerous or widely distributed, a Flight Lieutenant, as well as a field officer of the day, may be detailed, and the former may be directed to perform a portion of the field officer's duties.

Guards and Piquets

941. An O.C. a station or camp will be responsible that the number of guards and piquets is the lowest possible, and they will be replaced, whenever possible, by a system of police. Guards and piquets will mount at the hours the O.C. the station may deem best suited to the climate and season. All guards and armed parties, before going on duty, will be inspected by the adjutant or some officer of their unit.

942. The standing orders of the guard will be read and explained to the men as soon as the guard has mounted. Every relief will be inspected before going out and on its return.

943. An officer or airman will not take off any article of clothing or accoutrements while on guard, but the wearing of the greatcoat or cloak in the guard room will be optional.

944. The commander will visit his sentries at least twice a day and twice by night to ascertain that they are alert on their posts and acquainted with their orders and, in addition, he will send an N.C.O. with a file of men to perform the same duty at frequent and uncertain intervals.

945. A commander will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time he will be absent. He will not allow any N.C.O. or airman to quit the guard without leave, which will be granted for special purposes.

946. Every guard will turn out at the commencement of the Reveille, Retreat or Tattoo sounding. The commander will then carefully inspect it.

947. When a fire breaks out or an alarm is raised, every guard will immediately turn out under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided, unless otherwise ordered.

948. Sentries will be relieved every two hours; but at night or in cold or inclement weather, they may, at the discretion of the C.O., be relieved every hour. At the discretion of the C.O., in severe weather, cocoa is to be issued, free of charge, at some period of the night for each man of the guard.

949.

950. A commander will render a guard report. He will also send an immediate report to the adjutant or orderly officer of the day of any unusual occurrence on or near his guard.

951. A patrol or piquet detailed to assist the civil authorities or to quell a disturbance in which airmen are concerned, will be armed and provided with ammunition and when employed in the actual suppression of disturbances will be under the command of an officer.

952. Every guard will be dismissed on its unit parade, where it will be inspected and its arms examined. In the case of an officers' guard, the men will be dismissed by the commander after he has reported to any officer of superior

rank present on the parade. If the commander of the guard is an N.C.O., a report will be made to the adjutant or orderly officer previous to dismissal.

953. A young officer will be placed on guard with a senior officer, as supernumerary, for instruction.

954. (1) All stores and furniture (including watch coats) in charge of a guard will be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness and will, in his report, note the condition of each article when taken over.

(2) The C.O. of all units, stations and depots will make such local orders as he considers necessary to prevent the improper removal of Government stores of any kind from the unit, station or depot under his command. If he considers it to be necessary, he will give orders for every man to be searched on leaving or on returning to the unit, station or depot for any purpose. He will arrange for this to be done in the presence of an officer.

SECTION 3.—DUTIES OF THE ROYAL CANADIAN AIR FORCE IN AID OF THE CIVIL POWER

955-983.

Chapter XIII

WORKS SERVICES AND PRECAUTIONS AGAINST FIRE

SECTION I.—DUTIES IN REGARD TO BUILDINGS

984. The C.O. of a Unit, under the direction of superior authority, will be responsible for the care and sanitation of buildings, enclosures and ground placed in his charge.

985.

986. The C.O., when practicable, will attend the inspection of his own barrack rooms and buildings; a medical Officer will attend that of sick quarters or hospital. These Officers will attest, by their signatures in the notebook of the Officer making the inspection, the list of damages or losses to be assessed in their respective departments, or object on the spot to any charge against which they wish to appeal. The District Engineer Officer or his Representative will also initial the service officer's notebook.

987. The receipts of periodical and marching-out inspection reports will be immediately acknowledged by Commanding Officers and Paymasters by letter to the Officer from whom they are received. Commanding Officers will then forthwith give written notice to the D.E.O. or District Supply and Transport Officer of the items against which they intend to appeal. If the charges are maintained by the assessing authority, the case will be submitted to the D.O.C. who will deal with it in the manner laid down in paras. 670 and 670A.

988. The amount of damages to buildings or losses of Works and Buildings fixtures assessed against the R.C.A.F. at any inspection of buildings will be charged as far as possible against individuals. Should it be impossible to fix personal responsibility for any damage caused by wilful act or negligence of any individual or individuals, due investigation will be made into the circumstances by the commanding officer, and should the amount not exceed Twenty-five Dollars and any individual share not exceed One Dollar, the commanding officer may himself make a

general charge against the individuals closely concerned, or report the matter for a decision of higher authority. If the amount of damage exceeds Twenty-five Dollars, a Court of Inquiry is to be held to determine whether a general charge is to be made, and the proceedings are to be submitted through the usual channels to the Minister for approval.

989. When the date on which the damage caused by wilful act or negligence was done can be ascertained, the amount is to be divided amongst all those quartered in the premises on that day. When it is only possible to determine the dates between which damage was done, regard should be had to the length of time during which each man was in quarters.

990. Sports grounds and places of outdoor recreation are part of works and buildings establishment, and the expense of repairing injury done to them by airmen is chargeable as barrack damages.

991. A N.C.O. in charge of a room will bring to notice at once any losses or damages, so that responsibility may be fixed upon the individuals liable.

Service Inspections

992. During the first week in every month the C.O. of the Unit occupying a station or an Officer deputed by him will make an inspection of the buildings, stores and bedding in possession of the unit, and will note the repairs to be made. This inspection will be unnecessary in those months in which the periodical inspection is made by the District Engineer Officer or his representative. After these monthly inspections the C.O. will forward a demand for the repairs required.

Medical Inspections

993. A Medical Officer is to inspect the whole of the buildings, including the married quarters, at frequent and uncertain intervals. He will note in his sanitary diary any defects in cleanliness or sanitation, and will pass the diary to the C.O. concerned, who, after recording it in the action taken, will return it to the medical officer.

Senior Medical Officers will examine and sign the diary at their inspections.

994. Senior Medical Officers will submit to the D.O.C. the dates proposed for the periodical sanitary inspection of buildings, and the dates, when approved, will be published in District Orders. These inspections will be attended by: (1) a Senior Officer to represent the C.O. of the unit in occupation of the buildings, if the C.O. is unable to attend, (2) a representative of the D.E.O., (3) the Medical Officer of the station or unit concerned.

994A. Serious defects in the sanitary condition of a building, brought to notice at these inspections, will be reported to District Headquarters, through the D.E.O., who will record his opinion as to possible remedies and the cost thereof. The matter will then be dealt with as provided for in paragraph **1038A**.

Works and Buildings Inspections

995. An officer of the R.C.E. will inspect the barracks quarterly with reference to any repairs that may be required. An Officer will be detailed by the C.O. of the Unit concerned to attend the inspection.

996. D.E.O. will inspect barracks yearly and will furnish a report thereon to the D.O.C. concerned, calling attention to sanitary conditions. The C.O. of the station will detail an Officer, not below the rank of flight lieutenant, if available, to attend the inspection. The report of this inspection will be forwarded through the D.O.C. to the Minister.

997.

Marching in and Marching out Inspections

998. To save time and labour these inspections will, whenever possible, be combined.

999. The C.O. of a unit, in conjunction with an officer of the R.C.E. will cause all buildings and fixtures allotted for the use of Air Force personnel to be inspected (if possible before the arrival of the incoming unit) to ascertain their condition. This inspection will be carried out

by an officer not below the rank of flight lieutenant. The unit then becomes responsible for the buildings and fixtures handed over.

1000. A party, not exceeding two officers and six air-men, will take over buildings for an incoming unit. This party unaccompanied by any families, should precede the unit, and a party of the same strength should be left to hand over the buildings.

1001. An Officer taking over buildings on behalf of a unit will initial and date each fixtures inventory before leaving the room, or quarter; he will, at the same time, if relieving another unit, make out a list of any articles requiring exchange or replacement, so that he need not refrain from initialling the inventories.

1002.

1003. When a unit is ordered to hand over buildings, the C.O. of the station will give to the R.C.E. Officer the earliest possible intimation of the hour and date at which the buildings will be vacated, in order that arrangements may be made for the marching out inspection.

At this inspection an experienced Officer, representing the C.O. of the station, will accompany the R.C.E. Officer in going over the whole of the buildings, and in assessing the damages. Before leaving each room, or quarter, the former officer will attest by his signature in the note-book of the R.C.E. Officer the correctness of the damages or deficiencies noted therein, or object, on the spot, to any charge against which he wishes to appeal.

1003A. As soon as possible after marching in, the C.O. will sign a certificate in duplicate, that he has taken possession of the barracks.

Appropriation and Equipment

1004. The appropriation of each building, etc., will be lettered on the door in agreement with the particulars given in Form prescribed. The appropriation of each room and the number of fuel units allowed will be recorded on Form prescribed. An alteration of the appropriation will not be made except as described in paragraph **1038.**

1005.

1006. Alterations or additions will not be made to rooms or buildings by any officer or airman without the sanction of the O.C., who may approve minor alterations not affecting accommodation and not at variance with approved types and provisions in barracks. When such alterations affect record plans, a report, accompanied by the necessary drawings, should at once be made to the Minister. Temporary buildings, huts or stands may be similarly approved by the D.O.C. as well as the erection of a stage within a building. Such erection will not be taken into use until it has been passed as fit, specially with regard to risks of fire, by the D.E.D. Any person who makes an unauthorized alteration in the gas, electric light, or water fittings or interior arrangements of any building allotted for the use of the Air Force, will be liable to pay for any excess of gas, electric current, or water consumed, and the expense of replacing the fittings as they originally stood.

Machinery, plant or fittings which have been supplied by units or individuals, will not be taken over for maintenance by the R.C.A.F. unless prior authority for their provision has been obtained from the Minister.

1007. Unoccupied buildings at a station as well as buildings in the actual possession of the Air Force, are, as regards their security, under the charge of the C.O.

1008. A D.O.C. may sanction the temporary use of spare accommodation for Air Force purposes; (1) when no expense to the public is involved; or (2) when the purpose is one usually provided for at the public cost, and the expense involved is within the limits prescribed.

Sanitation

1009. In cases of communicable disease every care will be taken to secure that articles likely to convey infection are not returned to store. Should there be any reason to believe that infected articles of bedding, clothing, tentage, etc., have been so returned, the officer in charge of the stores will be at once warned.

1010. The windows of every barrack room will be opened sufficiently to allow of free ventilation, and will be kept open as far as the weather and season admit.

1011. Tanks used by a unit will be periodically cleaned out by the Engineers, and cisterns, where accessible, by the unit sanitary detachment.

Engineers

1012. The cleaning of surface drains and catch pits and the flushing of latrines, where skilled labour is not required will be performed by the unit sanitary detachment, assisted, where necessary, by a fatigue party.

1013. Attention will be paid at all times to the state of latrines and urinals, and to the disinfecting of ash-bins. The C.O. will issue special orders that improper articles be not thrown into them or into the drains.

1014. The C.O. is responsible that the duties appertaining to water supply are performed with regularity by the unit.

1015. Cows, pigs, goats, poultry, etc., will not be kept unless the sanction of the D.O.C. in consultation with the D.M.O. of the District or Command has been obtained, nor will horses and dogs be allowed to run loose within the boundaries of a station.

1016. Yards and parade grounds will be kept in order by the unit. Accumulations of snow on the roof of any building, occupied or not, will be removed by the unit, under the supervision of the section officer.

SECTION 2.—PRECAUTIONS AGAINST FIRE

1017. At all stations a Fire Committee will be appointed consisting of not less than three members, and including, if possible, a R.C.E. Officer. The president appointed should be an officer of field rank, if possible.

The duties of fire committees will be to organize fire services, arrange decentralization, frame local orders, and hold inspections of the fire appliances, at which officers and men will turn out as at a fire. These inspections will be made without warning and will be carried out quarterly.

A form will be filled in and signed by the president and members of the fire committee after each inspection, and forwarded, one copy to the D.O.C. of the area or command concerned for remarks and transmission to the Minister, one copy to the Chief of the Air Staff, and one copy to the C.O. of the station for information and retention as a record of the inspections made.

At least two members of the committee should be present at each inspection.

A member of the fire committee should be detailed for every committee on the siting of theatres, recreation rooms, cinema buildings, motor garages, stores for petrol, dope, mineral oil and incinerators.

Fire committees will arrange for the co-operation, when possible, of civil or military fire brigades within reasonable distance.

Members of a fire committee available when an outbreak of fire occurs in their district should attend at the scene of the fire, and record notes for the court of inquiry.

1018. Petroleum spirit for private use will not be stored or sold in barracks or hutment camps.

1018A. The following instructions are to be strictly observed in H.M. Canadian Seaplane carrying ships:—

- (i) The seaplane hangar and workshop, when below the weather deck, and the petrol and paraffin stores are to be regarded as danger spaces.
- (ii) No open fires or naked lights of any description are to be allowed anywhere in the vicinity of these spaces. Safety electric lamps may be used when required, in addition to the electric light installation fitted in the ship.
- (iii) Matches are to be surrendered by all men going down into the petrol stores and by all men actually working in the hangar or workshop, and kept in safety.
- (iv) In framing smoking regulations for the ship's company, the C.O. is to bear in mind the possible danger from petrol in the danger spaces mentioned in subparagraph (i), special care in framing the regulations being taken accordingly.

- (v) Before re-entering any of the above-mentioned spaces situated below the weather deck, after they have been closed for a time, the exhaust fans are to be run for such periods as are considered necessary, and men on first entering are to be kept in observation in case of any detrimental effect of petrol vapour. If the spaces have been closed for a long period, as an additional precaution pending further experience, each man on first entering is to have a life line. The exhaust fans are to be kept running as far as possible during the whole of the period that the various compartments are in use, and, in addition, at other times, to such an extent as may be considered desirable to prevent accumulation of petrol vapour. In the case of the hangar, ventilating arrangements, such as a door, scuttles, shutters, etc., are to be kept open as much as possible, and in such a manner that a good current of air is passing continually through the hanger.
- (vi) The petrol and paraffin stores are to be regarded as especially dangerous places for men to enter, and the precautions are at all times to be fully taken in entering these spaces. No person is to be allowed to enter these store-rooms on any pretence whatever, without the express authority and in the presence of a responsible officer or petty officer.
- (vii) The utmost care is to be exercised to ensure that both empty and full petrol and paraffin cans and barrels are always kept with their proper stoppers screwed home and with the stoppers or bungs turned upwards.
- (viii) It must be remembered that petrol vapour has a very remarkable property of creeping into spaces adjacent to those in which the petrol vapour arises, and may ultimately find its way to unexpected positions beyond the limits of hangar, workshop and storeroom. The air in these compartments is to be tested with the Philip and Steele inflammable vapour detector, if fitted, at least twice a day. In cases where inflammable vapour is detected, the strictest precautions are to be taken to prevent its ignition by light or sparks, etc., and immediate

steps are to be taken to remove the foul air by means of the ventilation provided. Officers and men should be on the alert to bring to notice immediately any suspicion of accumulation of petrol vapour in other parts of the ship. The C.O. will then take steps such as he considers necessary for safety and for the removal of the causes of danger.

- (ix) The usual precautions are to be followed, including the hoisting of approved danger signals, when embarking or disembarking petrol.
- (x) The keys of the petrol store are to be treated in a similar manner to magazine keys and the keys kept on the magazine keyboard.
- (xi) Inflammable dope and acetone are to be treated similarly to petrol, and are to be kept in the petrol store.
- (xii) Where a steam drench is fitted to the petrol store, a responsible person is to be detailed for the turning on of the drench should it be necessary in the event of fire or action. The steam drench stop valve is to be fitted with a padlock, and the keys for the padlock are to be treated in all respects similarly to magazine flood keys.

1019. In all barracks or stations where mineral or highly inflammable oils are kept for sale in institutes or for public or private use, the following rules will be strictly adhered to:—

- (i) A board must be assembled to decide what quantity may safely be kept in store, the place in which it is to be kept and the regulations under which it may be issued.
- (ii) The board will be guided by local enactments and will conform thereto as far as circumstances allow.
- (iii) The proceedings will be submitted for the approval and remarks of the D.O.C., etc., who will ensure periodical inspections to be made, so as to ensure that the necessary arrangements are carried out. In framing these regulations it will be necessary to guard against the oil being stored in places to which men can have access after dark and to direct

that lights be not taken into store at any time. Proximity to magazines and storehouses must invariably be avoided, and the hours of issue must be such as to ensure the utmost precautions are used to avoid danger from fire. In all places where oil is stored a box of sand or dry earth should be placed, to be thrown at once on any oil or spirit that may have become ignited. Water should not be used. When practicable an officer of the R.C.E. will be a member of this board.

1020. The C.O. will see that instructions as to the use of Mineral Oil Lamps are hung up in every building where mineral oil lamps are used.

1021. Suitable sheds for the storage in barracks of motor vehicles which are the private property of officers may be erected at the expense of the officers concerned, as encroachments, under existing regulations. The following rules will be adhered to, and copies will be affixed to the walls of the sheds:—

- (i) Replenishment of fuel tanks of motor cars or bicycles may only be made in the open air at a distance of not less than ten yards from any shed or other building.
- (ii) In the case of motor vehicles fitted with burners, no burner is to be lighted, or be allowed to remain alight, within ten yards of any shed or building, or pile of inflammable material.
- (iii) Smoking is not allowed within the sheds.

1022. Lights or freshly made up fires will not be allowed in barracks, rooms or buildings occupied by Air Forces, except in hospitals, latrines, guard houses, galleries or stables, later than a quarter of an hour after the last post, when an officer will visit the barracks to see that this order is obeyed. Lights are permitted in messes up to 11 p.m. Airmen are prohibited from smoking in buildings or tents where there is loose straw. The use of oil stoves or lamps, except where authorized as public issues, will only be allowed with the express sanction of the C.O. Oil stoves are not to be placed directly on wood, and their position must be carefully inspected to obviate the risks of fire. Stoves standing on three feet will not

be allowed in any circumstances. The occupants of married quarters should be cautioned to be careful in the use of fires and lights, especially mineral oil lamps, and against the use of cheap oils with a low flashing point, and lamps with glass receivers. The draping of mantel-pieces in government quarters is prohibited, and care should be taken that curtains are so arranged that contact with fireplaces, gas-jets, etc., is impossible. Fireworks or bonfires in the barracks or camps are prohibited. In hutment camps the throwing away of unextinguished cigarettes, cigars, match ends, or pipe ashes is strictly forbidden.

1022A. Buildings containing aircraft, equipment or technical stores will be inspected by a responsible person daily within two hours after the cessation of work.

Smoking is prohibited inside these buildings and in structures, internal or external, which open directly into them.

The accumulation of empty petrol tins, waste impregnated with petrol or dope and any other combustible rubbish will not be permitted.

The greatest care will be exercised in handling and use of petrol and dope, and the exposure of volatile spirit in the vicinity of a lighted stove, naked light or flame or a running internal combustion engine is prohibited.

Receptacles containing petrol or dope which is not required for immediate use will not be retained within the buildings, otherwise than in the authorized store.

Special precautions are to be taken during the filling and emptying of petrol tanks in aircraft. The tanks of machines that are in storage or in transit by road, rail or sea are not to contain petrol or oil.

It is observed that flight sheds, hangars, and store buildings containing aircraft or technical equipment, power houses and pumping plant, petrol and explosive stores, contain the most valuable as well as the most inflammable material on the station, and are therefore of the first importance. In cases of special emergency additional fire appliances will be concentrated, hose coupled up to hydrants and laid ready, and special guards mounted over these buildings.

1023. The person responsible for the closing of rooms or buildings in which fires or lights are used during the day, but which are unoccupied at night, will personally ascertain, before leaving for the night, that the gas or electric light is

turned off and that there is nothing which might lead to an outbreak of fire. In messes, canteens, etc., all rooms in which fires or lights have been used during the day will be swept out before being closed at night. The raking out of a fire on the hearthstone should be avoided. Towards the time for "lights out" in the case of occupied buildings, other than hospitals and guardhouses, or the time for closing in the case of buildings unoccupied at night, all fires should be allowed to die down as much as possible. A duplicate key or spanner of all gas-cocks or master key of locked cupboards in cases where the cocks are boxed in, will be kept in the guardroom to enable the gas to be promptly turned off from any building in case of fire.

1024. Immediately after Air Forces enter upon the occupation of any barracks, the C.O. will appoint an N.C.O., and a party of airmen as fire-fighters and fire-piquet. Fire-fighters should be considered as pioneers in:—

- (i) Rendering first aid extinguishing or limiting a fire.
- (ii) Saving people from a burning building.
- (iii) Salvage of property. Chemical Fire Extinguishers and all first aid appliances will be examined daily. Where large numbers of chemical extinguishers are installed, one at least will be blown off monthly, and all overhauled once in every six months.

The Commanding Officer will see that fire engines are kept clean and the hose in serviceable condition. All the fire appliances, including hydrant covers, hydrants, hoses, reels, spanners, hydrant key, extinguishers, smoke helmets, etc., are to be inspected and tested once a month by an officer detailed by the C.O.

1024A. Instructions regarding fire-piquets, etc., should be posted up in each orderly room and fire engine house or shelter.

The supply of Tetrachloride patent fire extinguishers is to be limited to the following services:—

- Motor Boats.
- Motor Vehicles.
- Aeroplanes.
- Seaplanes.
- Airships.

Boxes filled with sand will be placed in all buildings, yards, etc., where petrol or other mineral oil is used or stored.

1025. Notice boards should be put up in all barracks showing where the keys of the fire engines and engine house will be found.

1026. Officers commanding stations should frame local regulations defining the duties and distribution of the Air Forces in the event of fire breaking out either within their barracks or in their neighbourhood. The Air forces should be practised by day and night in turning out and concentrating upon any given spot, with the fire engines and apparatus. In wooden hut encampments the fire screens and fire appliances will be distributed at convenient and accessible spots.

1027. When hand-pumps are specially authorized they will be kept in a prominent position inside the building with a group of three to five fire buckets filled with water. A small notice board, painted bright red, and lettered in white, should be fixed at this point, indicating it as a fixed station for these appliances.

1028. If an escape of gas occurs in a barrack, hangar, or other building, all but electric lights will be extinguished immediately and the upper sashes of the windows opened. The local Works and Buildings Officer, or his representative, will at once be notified.

1029. An officer or airman, as well as any other person in Air Force employ, will be liable to make good damage done to Government property by fire the result of his own neglect, but in view of the large sum to which liability may extend in such cases the amount to be recovered will usually be limited to the equivalent of a week's pay of the individual who is held responsible.

1030. Whenever a fire, explosion or similar occurrence involving the destruction of public property takes place in any barrack building, a court of inquiry (to include an Engineer Officer, if available at the station) will be immediately assembled to investigate the cause of it.

1031. In the case of fire the main points to be investigated are:—

- (i) The cause and origin of the fire.
- (ii) By whom it was discovered.
- (iii) The action taken by the person or persons making the discovery.
- (iv) To whom the fire was first reported by the person making the discovery.
- (v) The length of time between the discovering of the fire and the sounding of the alarm.
- (vi) What officer was in command of the fire arrangements.
- (vii) The length of time after the alarm before the appliances were at work and a jet or jets playing on the fire.
- (viii) Whether the fire-piquet turned out in sufficient numbers and with promptitude, and what first aid measures were adopted and with what results.
- (ix) Whether there was any failure as regards water supply, hydrants, or the working of the fire appliances generally.
- (x) The action taken to warn the corporation or other local fire brigade of the outbreak.
- (xi) The length of time between the warning of the corporation or other local fire brigade and the arrival of assistance.
- (xii) The extent of the assistance given by corporation or other local brigade.
- (xiii) The period from the alarm until the outbreak was extinguished.
- (xiv) The extent of the damage done to (a) persons, (b) buildings, (c) contents of buildings.
- (xv) The person or persons, service and/or civilian, who were last on the premises before the fire was discovered and their movements and activities at that time.
- (xvi) Responsibility for the outbreak of fire.

A rough sketch plan of the structure involved showing the nearest hydrants, the manner in which the contents of the buildings were placed, and the area and presumed

point of origin of the fire, should be appended to the proceedings of each Court of Inquiry, and also a copy of the last Fire Committee Inspection Report.

1032. An estimate of the cost of structural repairs will be attached to the proceedings of the court, which will be sent to the D.O.C. the area or command concerned, who will deal with the case in the manner laid down in paragraph 670.

1033. When a fire of an extensive nature occurs, causing loss of accommodation at a station, an immediate report will be made to Defence Council, stating the number of men or aircraft displaced and how they will be temporarily accommodated.

1034. Insurance of any kind against fire or any other risk of private property in barracks, or on board a transport will not be affected by an officer or airman without the knowledge of his C.O.

Re-appropriation, Sites for Buildings and New Buildings

1035. A board assembled to report on re-appropriation on sites for buildings, or on new buildings, will consist of (i) an officer of or above the rank of squadron leader as president, (ii) an officer of the unit concerned, (iii) an R.C.E. officer. A medical officer will also be detailed as a member of all boards dealing with sites for buildings or new buildings.

1036. The proceedings of the board will be referred for the remarks of the head of the department concerned in the command.

1037. In minor cases not affecting quarters, it will be unnecessary to assemble a board, but the opinion of the C.O. and of other officers concerned will be obtained.

1038. (1) It is the duty of a C.O. or head of service or department to bring to notice any re-appropriation which, in his opinion, would lead to economy and be of advantage to the service. Any proposal for the re-appropriation of buildings in use by troops will be transmitted to the

D.S. and T.O. for submission to the D.O.C., who will report with his recommendations, to Defence Headquarters, stating what funds, if any, he has at his disposal locally.

(2) Except in a case of special urgency, which could not have been foreseen, a proposal for re-appropriation for which funds cannot be provided locally, and which cannot be carried out until funds are available, will only be put forward with the annual estimates.

1038A. Proposals for the sale or demolition of buildings at permanent R.C.A.F. Stations, which are considered to be no longer fit for use or for further repair will be submitted by the Works Officer to the C.O. of the unit, who will report his opinion whether the building can be utilized for air force purposes, and will pass the papers to the D.E.O. who will record his opinion, and forward to the D.O.C. The recommendations of the D.O.C. as to the disposal of the building will be transmitted to the Defence Council.

1039. Whenever it is proposed to construct buildings, either for use of troops or upon land appropriated for their use, the D.E.O. will forward a plan of the site he suggests, with his reasons for the selection, to the D.O.C.

1040. When the completion of new or reconstructed barrack buildings is reported by the R.C.E. or Public Works Department, a board will be assembled (vide Regulations for Engineer Services, Canada) to report on its fitness for occupation.

1041. Proceedings of boards or reports on new or reconstructed buildings will be accompanied by a statement of the particulars of the accommodation reported thereon. This statement will be prepared by the District Engineer Officer or his Representative in charge, and be retained by the C.O. of the station.

1042. In the case of a new barrack or extensive addition to a barrack, the D.O.C. will report the handing over as soon as it has taken place, quoting the item of estimates or other authority for the work, the report to be accompanied by the proceedings of the board and by a statement of the accommodation.

Miscellaneous Barrack Duties

1043. The O.C. will exercise a careful supervision over the consumption of gas, electric current and water. During frosty weather the instructions contained in Regulations for Engineer Services will be observed. When there has been an excessive consumption of gas, electric current or water, the D.O.C. will direct the D.E.O. to report whether the excess can be traced to any defect in works under the charge of the Section Officer. Twenty gallons a day for each officer, man, woman and child, should be an adequate supply of water for all purposes in barracks. For the personnel and patients in hospitals, 50 gallons per head daily may be taken as a guide to the quantity of water required. Any higher rate will be closely inquired into.

1043A. A barrack subordinate will not have any duties in connection with supplies or provisions or forage from contractors, and will not be called upon for an opinion with regard to such supplies. He will not be employed in making purchases in default. When there is not a supply officer at the station this will be done by a unit officer under the direction of the C.O.

1043B. A C.O. will restrict the admission of strangers into barracks, and will exclude all persons not of respectable appearance.

Responsibility for Safety of Department of National Defence Wharves, Etc.

1044. (1) Officers in charge of wharves, piers, landing stages, or foreshores, used for air force purposes, or of hired vessels for berthing or mooring purposes, are responsible that such are safe.

(2) In the event of any of the structures, berthings, moorings, etc., becoming unsafe at any time, the responsible officer will take steps for its use to be discontinued until it has been placed in a safe condition again.

(3) A notice board, with a warning as to its unsafe condition, will be exhibited in a conspicuous position near the part concerned, and steps will be taken through the proper channel to have any necessary repairs executed with the least possible delay.

1045. The following regulations are to be observed in the cases of officers and men who desire to visit Air Stations.

(1) Officers unless they have been invited by an officer attached to the station, are not to take their relatives and friends to a station, except after 4 p.m. on Thursdays and Saturdays and 2 p.m. on Sundays, until sunset on each day, having previously asked the C.O. of the station if it is convenient to him.

(2) Any officer or airman desirous of having a relative or friend as a visitor at a station is to obtain permission beforehand from the C.O., furnishing at the time the full names and addresses of the visitors. He is to meet the visitors at the entrance to the station, where a book is kept wherein the visitor is to write his (or her) full name and address.

(3) Under no circumstances are visitors of foreign nationalities to be allowed to visit Air Stations without sanction of Defence Council being first obtained on each occasion.

1046-1051.

Chapter XIV

ALLOTMENT AND OCCUPATION OF QUARTERS

1052. The custody of barracks and the duty of handing over the requisite accommodation to Units of the R.C.A.F. will rest with the District Supply and Transport Officer.

1052A. Officers Commanding R.C.A.F. Units will apply to the District Supply and Transport Officer for any changes in, or additions to, accommodation that may be required.

1052B. Officers Commanding Units will be responsible for the care and sanitation of barracks, barrack enclosures, Department of National Defence Buildings and grounds placed in their charge. They are further responsible that the allotment of accommodation within their units is in accordance with the Regulations.

1053. The following may live out of barracks whether accommodation is available or not:—

- (i) An officer attached to a station for a period under eight days of temporary duty not requiring him to take his heavy baggage. This period may be exceeded up to a total limit of thirty days under authority of the O.C., when he is satisfied that the circumstances of the case justify this exceptional treatment.
- (ii) An officer whose daily place of duty is at such a distance from barracks as, in the opinion of the O.C. to interfere with the due performance of his work. The officer must, however, reside nearer his work than he would do if quartered in barracks.

1053A. (1) An officer's claim to choice of quarters will be governed by his precedence.

(2) When an officer has been put in possession of a quarter by proper authority, he is not to be dispossessed by an officer of corresponding rank.

1053B. Officers will not be placed on the lodging list when, although all quarters allotted to their units are occupied, accommodation is available elsewhere at the station, provided it is within half a mile of their mess.

1053C. Quarters appropriated for, but not occupied by a quartermaster or an officer of similar position, will be utilized for some other officer or officers in order to reduce the lodging list, provided that there is no early prospect of the quarters being required for their original purpose.

1054.

1054A. An officer has not a right to a quarter which he does not occupy except (i) a C.O. in lodgings, who may have a room in barracks, if he does not thereby exclude another officer; (ii) a married officer, not drawing lodging allowance, who is permitted to reside out of barracks.

1054B. (1) A quarter will be available for re-allotment immediately the occupant quits the station, except during the officer's absence on duty or leave, provided such absence is not expected to exceed two months.

(2) Should the absence be extended beyond two months, the quarter may, in special cases, be retained for the further period on the authority of the Chief of the Air Staff.

(3) Nothing in this paragraph will give an officer a right to the retention of his quarter during absence in cases where the O.C. thinks it is desirable to make other arrangements.

1055. Commanding officers may be provided with official residences if available.

1055A. (1) The only officers of the Permanent Active Air Force who are entitled to be carried on the married establishment and to occupy married quarters, if available, are:—

(a) Married officers holding the rank of Flight Lieutenant or higher rank.

(b) Married officers of the Permanent Active Air Force holding the rank of Flying or Pilot Officer who immediately from continuous employment under the Air Board, in any capacity, were granted commissions in the Permanent Active Air Force and who were married prior to such a grant of commission.

- (c) Married officers holding the rank of Flying or Pilot Officer who are twenty-eight years of age or over, have had four years or more service under the Air Board or in the Permanent Active Air Force and have been authorized to be placed on the married establishment by the Minister on the recommendation of their Commanding Officers and District Officers Commanding and the Chief of the Air Staff.
- (d) Married officers, holding the rank of Flying or Pilot Officer, who have been granted commissions from the ranks and were married prior to being granted such commissions. (Effective 1-1-26).
- (2) An officer, in respect of whom the conditions required by sub-paragraph (1) above cease to exist, will be allowed to continue in occupation of his married quarters for a period not exceeding thirty days following the date upon which such conditions ceased to exist.
- (3) For the purposes of this paragraph the term "married officer" includes an officer who is a widower with a family, or if divorced has a family, and "family" means the officer's wife, unmarried daughters or step-daughters residing with him and dependent upon him, sons or step-sons under 18 years of age, and, if authorized by the Minister, sons or step-sons 18 years of age or over suffering from mental or bodily infirmity and wholly or partly dependent upon the officer.

1055B. No officer of the Permanent Active Air Force holding the rank of Flying Officer or Pilot Officer shall be permitted to marry unless he fulfils the following conditions.

- (1) Has 4 years' service as an officer in the Permanent Active Air Force.
- (2) Has obtained the necessary qualifications for promotion to the rank of Flight Lieutenant.
- (3) Has satisfied the Chief of the Air Staff that he has sufficient private means to supplement his Pay and Allowances to an amount equal to the total emoluments of the lowest rate he would receive as a Flight Lieutenant on the married establishment.

He will not, however, be entitled to be placed on the married establishment until he is 28 years of age or becomes eligible under any of the other provisions of paragraph 1055A.

1055C. (1) For the duration of the present war, the restrictions concerning the marriage of Officers as specified in paragraphs 1055A and 1055B are suspended. Commanding Officers may grant permission to Officers under their command to marry, but such permission is not to be granted until the applicant has completed six months' continuous service or has completed the prescribed course of training, whichever shall be the later.

(2) An officer who is granted permission to marry pursuant to the terms of sub-paragraph (1) will be absorbed into the married establishment, or if no vacancy exists, will be carried supernumerary thereto.

1056. (1) The selection of qualified officers to occupy married quarters will be made by the officer commanding.

(2) In making this selection, qualified officers will ordinarily be given their choice in order of seniority and departures from this rule will generally be made only in the case of officers, irrespective of seniority, whose continued presence at the station is necessitated by the nature of their duty.

(3) An entitled officer to whom married quarters have been allotted will not be displaced by a senior entitled officer who may subsequently join the station.

(4) In the event of the death of an officer, or in the event of an officer being ordered away without his family to a station to which families are not entitled to proceed, or in other special circumstances, the family may remain in occupation for a reasonable period if they are unable to make arrangements for other accommodation in the meantime.

(5) In allotting married quarters, the following principles should be observed:—

(a) Unit officers should have precedence over staff officers.

(b) Unit officers should be quartered as near as possible to their troops.

- (c) Distribution of quarters to Units should be on pro rata basis.

1057-1059.

1060. An occupant will at all times allow access to his residence or quarters to such officers, airmen and others as may be required to enter it in the performance of their duties.

1061. An occupant will at once report to the medical officer any case of a notifiable disease which occurs in his household.

1062.

1063. The advantage of living in public quarters is a privilege that can only be retained so long as the regulations are fully complied with.

Allotment of Single Officers' Quarters

1064. (1) An officer's claim and choice of single quarters will be governed by his rank and seniority.

(2) When an officer has been put in possession of a single quarter by proper authority, he will not be dispossessed by an officer of corresponding or lower rank.

(3) Single quarters will not be reserved for allotment to officers who may join a station for instructional purposes, if such a course necessitates officers (of any unit), who belong to the station, being placed on the lodging list.

(4) An officer has not a right to any single quarter which he does not occupy, except:

(a) A Commanding Officer in lodging may have a room in barracks, if he does not thereby exclude another officer.

(b) A married officer living out of barracks under para. 1065 (2).

(5) Single quarters will be available for re-allotment immediately the occupant quits the station, except during the officer's absence on duty or leave provided that such absence is not expected to exceed 42 days. Should the absence be extended beyond 42 days, the quarter may, in special cases, be retained for the further period on the authority of the Officer Commanding the station.

(6) A single quarter may, if available, be allotted to an officer entitled to a married quarter in addition to his receiving quarters allowances, in respect of providing accommodation for his family in cases where, owing to the exigencies of the service, he is separated from his family.

1065. (1) In the following cases, an officer will not be required to occupy a public quarter which is available for him.

(a) A Chaplain.

(b) An officer whose daily place of duty is at such a distance from barracks as, in the opinion of the Officer Commanding, to interfere with the due performance of his work.

(2) A Commanding Officer may grant permission to live out of barracks to any officer who is married.

1066.

1066A. A quarter may be retained (1) during a warrant officer's absence on leave; (2) during the temporary absence on duty of an unmarried warrant officer for a period of one month or less; (3) while a married warrant officer is in hospital, or absent on leave, or temporary duty, if his family remain in his quarters; (4) during the absence of a married warrant officer proceeding on active service ordered away without his family may occupy quarters until the quarters are otherwise required, or until the family can make other arrangements for residence during the absence of the husband.

1067. The following table is a guide to allotment:

Number of rooms (Exclusive of scullery)	For allotment to an N.C.O. or man with
2	No children.
2	1 child.
3	2 or 3 children.
4	4 or more children, with any above the age of ten (10) of different sexes.

The above table will, however, only apply when the number of rooms are available.

1067A. The married establishment of the warrant officers, non-commissioned officers and men of the Permanent Active Air Force is fixed as below:—

Warrant Officers.	100 p.c.
N.C.O.'s above rank of Corporal.	100 p.c.
Corporals.	50 p.c.
Bandsmen.	50 p.c.
Other Rank and File.	15 p.c.

of the Limited Establishment of the Royal Canadian Air Force.

1068. Quarters may be retained.

- (i) By an N.C.O. or man on furlough.
- (ii) For necessary occupation by his family, during the time an N.C.O. or man is in hospital, on furlough, temporarily detached on duty without his family, or undergoing imprisonment or detention, provided the sentence does not exceed six months.
- (iii) During the absence of an airman on active service, or ordered away without his family, in which case the family may occupy quarters until the quarters are required, or until the family can make other arrangements for residence, during the absence of the husband.

1068A.

1068B. N.C.O.'s and men are not entitled to special married quarters, though, subject to the conditions of para. 1068C, the choice of vacant quarters will be by seniority.

1068C. When allotting quarters, the number of children, their sexes and ages, will be taken into consideration. N.C.O.'s and men will, at all times, be required to occupy any unmarried quarters that can be suitably allotted to them, unless authorized to draw lodging allowance or consolidated rates of pay.

**Non-Commissioned Officers and Aircraftmen not on
Married Establishment**

1069. A quarter may be retained during the absence of N.C.O. or man, on duty or furlough.

1069A. An unmarried sergeant will be assigned a separate room in the portion of the barracks occupied by the single men, when this accommodation can be given; otherwise he will be in the barrack-room with the men.

1070-1093.

Chapter XV

MEDICAL

SECTION 1.—MEDICAL AND HOSPITAL DUTIES

1094. An officer or airman of the Royal Canadian Air Force, other than one who is a member of the Permanent Active Air Force, who is granted leave of absence without pay and allowances for purpose of engaging in a civilian occupation, will not be eligible for medical treatment or hospitalization at the public expense in respect of any disease or illness suffered or incurred during such leave of absence; provided, however, that this shall not extend to any medical treatment or hospitalization required by such officer or airman as the result of any injury, disease or illness suffered or incurred while serving on active service with pay and allowances in the Naval, Military or Air Forces of Canada, if such officer or airman is otherwise eligible therefor.

1095. (1) The men of each unit sent to hospital will be accompanied by an N.C.O., who will take with him the sick reports.

(2) A man admitted to hospital will take with him, in addition to the clothes he is wearing, his devotional books, hair brush, comb, razor, a shaving brush, tooth brush, blacking brushes, tin of blacking and greatcoat. The remainder of his kit, together with his arms and accoutrements will be taken into stores by his unit. Medals, trinkets, etc., will be retained by the C.O. of his unit, and moneys belonging to the airman will be credited to his account.

(3) Should a patient be admitted to hospital for an infectious disease the medical authorities will communicate with his unit as regarding the disinfecting of kits.

1095A. All medical and hospital duties connected with the Air Force are governed by the Regulations for Canadian Army Medical Services and Standing Orders, Canadian Medical Service.

1096. Except in cases of accident or emergency, the sick will, at a home station, arrive at the hospital before 10 a.m. Locally they will arrive at the hour appointed locally.

1097. When an airman is to be discharged from hospital, the medical officer in charge will, on the day preceding his discharge, if possible or as early as practicable, on the morning of his discharge, notify the fact in writing to the C.O. the unit concerned. The airman will be discharged from hospital after the tea hour.

1098. When an airman temporarily employed in a hospital is placed in arrest, the Medical Officer in charge will at once report the case to the man's C.O. for disposal, unless the airman's documents have been handed over to the Medical Officer, when the latter will himself dispose of the case.

1099.

1100. An offence committed by a patient in hospital will be reported at the time, and dealt with when the man is discharged from hospital.

An offence committed by a patient in hospital who is on active service will be summarily dealt with by the Officer Commanding such hospital by award of the forfeiture of pay under the provisions of Section 46 (2) (d) of the Air Force Act if the patient is an aircraftman and as provided for in para. 493, sub-para. (2) (iv) and (v), if the patient is a non-commissioned officer.

1101. When a medical officer makes suggestions to the D.M.O. on matters affecting the health, comfort and accommodation of the troops, or the sanitary condition of the locality, the concurrence or otherwise of the local O.C. will be obtained and communicated to the D.M.O. Copies of reports or suggestions made to an O.C. will also be forwarded to the D.M.O.

1101A. When necessary a guard will be furnished to a hospital and the District Medical Officer will submit to the Officer Commanding the station any particular orders he recommends should be given to the guard.

1102.

1102A. A unit officer will be allowed access to his men in hospital at suitable hours.

1102B. A patient will not have money or valuables in his possession or receive pay or presents of food, drink or luxuries without the permission of the Medical Officer in charge, who will bring the airman's requirements to the notice of his C.O.

1102C. At stations where an inspection room is provided in barracks, the Medical Officer of the unit will there examine men reported sick, and airmen in arrest. The furniture of the room will be in charge of the unit occupying the barracks. The Officer Commanding the unit will furnish an orderly to be under the orders of the Medical Officer, whilst on duty.

1102D. The examination of the sick will be made at such hours as will enable them to reach the hospital before the hour of the morning visit.

1102E. The name of every airman reporting himself sick will be entered in the sick Report M.F.B. 292, which will be prepared in duplicate.

1102F. When a patient in hospital is convalescent he should be discharged and should attend at the hospital or inspection room as directed for further treatment as an outpatient. The same rule will apply to an airman temporarily unfit but for whom treatment in hospital is not essential. He will be marked "attending hospital." (This will not apply to Auxiliary Active Air Force Camps of Instruction.) An airman "attending hospital" will not be permitted to leave barracks. According to medical recommendations, he will be relieved from all duties, or employed on light duties and fatigue.

1102G. Hospital attendants for all duties at the station hospital will be furnished by the Royal Canadian Army Medical Corps; medical officers may employ on light duties, without extra pay, patients whom they consider able to aid the hospital establishment. Should it ever become necessary to employ airmen from other units, Officers Commanding stations are authorized to furnish them an application of the Medical Officer and, while so employed, these airmen will not be available for other duties, nor, if it can be avoided, will they be relieved by

others so long as their services are required. Should it become necessary to change them, due notice will always be given to the Medical Officer in care of the hospital.

1103.

1103A. On intimation from the medical authorities, that an airman is dangerously ill in hospital, the Officer Commanding the unit will at once notify the next of kin. If the next of kin resides in Canada, the notification will be by telegram. The death of a patient will be similarly notified with full particulars.

1104.

1105. The term "family" will be understood to include the wife of an airman and his legitimate children (or step-children) under 14 years of age.

1106-1111.

1112. When an officer at a station employs a civilian medical practitioner to attend upon himself or his family, or when an airman does so for his family, he will at once report the circumstances (forwarding a certificate as to the nature of the illness) for the information of the C.O. and of the Medical Officer in charge. The medical officer is authorized to visit any case of sickness occurring in barracks and married quarters to enable him to take the necessary sanitary precautions.

1112A. When sick or wounded are sent to a field ambulance, their kits, arms, and accoutrements will accompany them.

1112B. A medical officer will not be required to be on parade except at inspections, and on special circumstances when his professional services are required.

1113-1116.

Chapter XVI

MUSIC SERVICES

1117.

1117A. Bands which do not conform to these regulations will not be entitled to any grant in aid of bands made by the Department of National Defence.

1117B. The strength of bands is given in the establishment list.

1118.

1118A. The airmen will be thoroughly trained and liable to serve in the ranks and the numbers stated will not be exceeded. Boys enlisted for training as musicians may be clothed like bandsmen provided expense to the public is not caused thereby.

1118B. (a) Subject to the approval of its Commanding Officer any Royal Canadian Air Force band may appear in uniform and play in any procession unconnected with the Royal Canadian Air Force or at any meeting or demonstration unconnected with the Royal Canadian Air Force.

(b) Should a Commanding Officer at any time refuse to permit a band of his unit to take part in any procession, meeting, or demonstration, unconnected with the Royal Canadian Air Force, he must immediately notify Defence Headquarters through the proper channel, his reasons for such refusal.

1118C. Bandmasters are responsible for the discipline as well as for the instruction of their bands. They will attend all parades with their bands, and will accompany and be responsible for them when they play in public places or attend an entertainment. Bandmasters are not permitted to wear plain clothes on duty, and when in uniform must be dressed in conformity with the regulation of the service.

1118D. A Bandsman in the Permanent Active Air Force, who commits an offence entailing an entry in the unit conduct book may, at the discretion of the C.O., be struck

off the establishment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded.

1118E. In order to ensure uniformity throughout the bands of the Royal Canadian Air Force, the instruments will be of the pitch known as the "Kneller Hall" pitch, which is 479·3 vibrations at 60° fahrenheit for B flat corresponding to 452·4 for A and 538 for C at the same temperature, used in the bands throughout the British Army.

1118F. The authorized arrangement of the National Anthem will invariably be used. The correct time of the National Anthem is M.M.E. 84, and this will invariably be adhered to.

1119. All correspondence in connection with band engagements will be conducted by the Officer i/c band. An engagement is only to be entered into subject to the exigencies of air force duties. A clause to this effect should be embodied in any form of contract or agreement made. Engagements are not to be sought through the public press, nor will they be arranged for or accepted through musical or other agents.

1120. An engagement is not to be accepted on terms which are lower than those which would, in similar circumstances, be offered to a civilian band, or in order to replace a civilian band which is on strike. An airman is not to be permitted to accept employment to replace a civilian bandsman who is on strike.

1121. All units should provide themselves with copies of "National Anthems of all Nations."

1121A. Band property belonging to units will remain in unit custody, and will be replaced when necessary as provided in the "Pay and Allowance Regulations." All such property, except presentation instruments, etc., will, however, be regarded as vested in the Department of National Defence, and will not be alienated without the consent of the Minister. The Commanding Officer is responsible that band property of every description is always available and in a serviceable condition. Inspecting officers will satisfy themselves that these instructions are carried out.

1121B. Bugles, trumpets, drums and fifes, as specified in the Equipment Regulations, are supplied at the public expense to the authorized bands maintained in the Permanent Active Air Force, and in accordance with the Pay and Allowance Regulations a yearly allowance to each of these bands is granted to cover the purchase of additional instruments and music, etc., also for maintaining the instruments in a proper state of repair.

1121C. A unit musician should be encouraged to qualify for the position of sergeant-trumpeter, sergeant-bugler, or sergeant-drummer. It is the duty of the bandmaster to give instruction with this object so that there may be in every unit an airman who is trained and qualified to fill such appointments.

1121D. A bandmaster will also instruct the N.C.O.s of his band who voluntarily attend, in the following subjects, with a view to their being qualified to pass the examination required for the admission to the Royal Military School of Music for training as bandsmen:—

- (i) Elements of music; (ii) harmony; (iii) counterpoint; (up to 4 parts simple combined); (iv) instrumentation; (v) musical biography. The instruction should consist of at least two lessons a week of not less than half-an-hour's duration each.

1122-1129.

Chapter XVII

MESSES

SECTION 1.—OFFICERS' MESSES

1130. Every officer on the training establishment or Reserve of a Unit, and every officer attached thereto, is to be a member of the unit mess. The Commanding Officer is responsible that all regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and must by his personal example and advice encourage economical habits and careful management.

1130A. All officers of the Royal Canadian Navy, the Permanent Active Militia of Canada and the Permanent Active Air Force are *ipso facto* honorary members of the various messes of units of the Permanent Active Air Force.

1130B. Copies of C.A.P. 122 "Rules for the Management of Messes and Canteens, R.C.A.F.," are to be in the possession of every mess. Where it may be necessary, due to local or other conditions, to amend or alter these instructions, suitable action may be taken providing such action has the consent of the Commanding Officer and Air Force Headquarters.

1131. (1) The accounts of the officers' mess are to be laid before the audit board in accordance with para. 104, sub-para. (4). The board is to examine all vouchers and bank passbooks, and satisfy itself that liabilities are not omitted from the balance sheet, that assets are not over estimated, and that cash credits are actually available.

(2) The balances of the various funds are to be entered in the proceedings, and the board is to record thereon that the above instructions have been carried out and is finally to submit them to the Commanding Officer for approval and signature. The proceedings are invariably to be placed before the inspecting officer at his inspection referred to in paragraph 1133.

(3) Should the Commanding Officer discern from examination of the mess books at any time or from scrutiny of the proceedings of the audit board that excess, extrava-

gance, or irregularity has occurred, he is to give such directions as he may deem proper in order to prevent a repetition and, if necessary, report the matter to his superior officer.

1132. (1) Officers' messes will be managed as "station" messes, which will be established at stations where R.C.A.F. units are normally quartered.

(2) The rules, governing a station mess, as distinct from other messes, are that the furniture and other property of the mess purchased out of the mess funds, all plate and presents to the mess, and all cash assets are the property of the mess, and may not be removed by any outgoing unit. Presents of plate which have been made to a squadron are the property of that squadron. An incoming unit which takes over a station mess must on no account, without sanction from the District Officer Commanding, cause any reduction to be made in the assets of the mess, which is to be managed in such a way as to derive just sufficient profit from its members to maintain its credit at the level at which it was taken over. Funds are to be strictly confined to the purposes to which they rightly belong, the cost of special entertainments being borne by an entertainment fund or special grant.

(3) When a station is abandoned, if a fresh one is occupied in lieu thereof, the credits and property of the station mess at the former station will be taken on to establish a mess at the new station. Should no mess be formed in place of the one abandoned, or if there is already a mess at the new station, which may require augmenting, the credits and property of the former mess will be disposed of as ordered by the Minister.

1132A. Commanding Officers are held responsible that the daily expense of messing is kept within the means of the junior officers.

1132B. All officers present with their units, except married officers, are to be dining members of the mess. When their wives or families are absent, married officers are also to become dining members. Officers attached for instruction, unless specially exempted, will also be dining members.

1132C. When a civilian mess-man is employed, the Commanding Officer will take steps to caution tradesmen that the officers are not responsible for debts incurred by or on behalf of the mess-man. When a non-commissioned officer is employed as caterer, the mess committee will be responsible for pecuniary transactions with tradesmen. The authorized ration of each officer living in mess will be issued to the mess-man for the benefit of the mess.

1132D. A sergeant is permitted to act as mess-man or caterer or superintendent of the mess establishment, but no non-commissioned officer is to be employed in any menial capacity about the mess.

1132E. Mess-men should clearly understand that if they cash cheques for officers, they do so at their own risk.

1132F. Presents of plate from officers on first appointment, on promotion, or on other occasions, are prohibited.

1132G. When a unit furnishes a detachment, a proportion of the mess funds, plate, servants, equipment, and stores will be assigned for its use, if desired.

1133. (1) The Chief of the Air Staff will himself, or by deputy not below the rank of Wing Commander, inspect every station mess in his command, usually at the same time as he makes his annual inspection of the units composing it. He will also direct further inspections to be made by an officer not below the rank of Wing Commander, should he think it necessary, in order to ensure a strict adherence to the regulations.

(2) Any infraction of regulations is to be noted on the report of inspection, for the information of the Minister.

1134. (1) Every officer at a station is to be a married or unmarried member of the service mess, and is to conform to the rules of the mess. Officers who are married and whose wives are present on the station are, nevertheless, to conform to the rules of the mess as approved by the Commanding Officer of the station or unit.

(2) The senior Air Force officer in the mess is responsible for the maintenance of discipline. For the regulation of the mess, a committee of three or four members is to be appointed, quarterly at the general mess meeting. The

senior member is to be president of the committee, and another member is to be ordered to take up the duty of mess secretary. All accounting is to be under the supervision and in charge of the accountant officer delegated for that duty. He is responsible for the proper keeping of the accounts and the carrying out of any instructions that may be issued. The mess secretary is responsible for all correspondence on behalf of the mess, and the sending out of the mess accounts each month.

1135. Every officer is to pay his mess bill, including all authorized subscriptions and contributions, on or before the 7th of each month, and the President of the Mess Committee is to report in writing to the Commanding Officer any failure to do so. An officer failing to settle his account is to be called upon for an explanation. If the result is unsatisfactory and the account is not settled by the 15th of the month, the circumstances are to be reported to the air or other officer commanding.

1136. Mess accounts incurred by transient officers, or officers on temporary duty, must be rendered monthly by the Mess Secretary to the debtor officer's parent mess.

1137-1138.

1139. (1) Before handing over command of a unit or units, or portion of a unit in which an officers' mess is maintained, the commanding officer will send a certificate to the District Officer Commanding that all accounts owing by the mess have been paid, or that a sufficient amount is held over to meet all liabilities.

(2) Should the commanding officer be unable to furnish this certificate, he will explain the reasons which have necessitated the contracting of debts, so that the District Officer Commanding may decide whether they should be paid by the commanding officer or can be taken over by his successor. A copy of the certificate will be handed over to the officer assuming the command, who will report to the District Officer Commanding whether he is satisfied with the state of the funds. In the case of units changing stations where station messes are maintained, a similar certificate will be furnished by the Commanding Officer of the outgoing unit.

1140. Messes will be furnished in accordance with the Royal Canadian Air Force Barracks schedule, and dealt with as laid down in the special instructions issued on the subject. Any property purchased with money supplied to a mess as initial grants belongs to the mess, and should be maintained at its original valuation (less fair wear and tear) at the expense of the mess. The mess is liable for all damage in excess of fair wear and tear to furniture (including carpets, curtains, table linen, bedding, cutlery, plate, kitchen hardware and similar equipment), and also for all breakages and damage to china, glass, crockery, in excess of a "free" allowance of 15 per cent per annum on first cost. To provide for the maintenance of furniture and property, other than that supplied from government stores, depreciation will be charged in each Profit and Loss Account at a rate of not less than 16 per cent per annum, the amount being charged against mess subscriptions.

**Officers' Mess Contributions and Subscriptions
Permanent Active Air Force**

1141. Central Mess Fund:—

- (a) In order to provide funds for the establishment of new Permanent Active Air Force Messes, and to assist established Messes to meet large capital expenditures, either in whole or in part a fund, to be known as the Central Mess Fund, shall be kept by the R.C.A.F. Headquarters Officers' Mess. All officers of the Active Air Force and the Reserve Air Force shall contribute to this fund while serving in, or attached to, the Permanent Active Air Force.
- (b) The control of this fund and responsibility therefor will be vested in the Headquarters' Mess Committee.
- (c) The rate of contribution shall be fixed annually by the Chief of the Air Staff, but shall not exceed one day's pay per annum, exclusive of allowances, for each Officer. Officers attached temporarily to the Permanent Air Force shall be assessed on a pro rata basis proportioned to the number of days service in any one year.

- (d) All funds of the Headquarters' Mess are to be placed to the credit of the Headquarters' Mess in a chartered bank. The funds of the Central Mess Fund are to be shown separately in the books of the Headquarters' Mess Committee and shall only be used for the purposes as defined in sub-para. (a) above.
- (e) Subject to the limits prescribed herein, the method by which this fund shall be collected, administered and dispersed, will be detailed in R.C.A.F. Orders and Instructions.

1141A-1141C.

1141D. An officer, on being seconded, or on retiring, is not to be charged with unit subscriptions beyond the date of his removal as notified in the *Canada Gazette*.

1141E. Every officer will also pay a subscription to defray the ordinary expenses of the Mess of which he is a member, at a rate to be fixed by the C.O., but not, under any circumstances, to exceed eight days' pay of his rank yearly. This subscription will be charged from the date of appointment, and will be payable monthly in arrear. A married officer is liable to only one-half of the annual subscription when he does not regularly attend the mess as a dining member. An officer will be required to pay this subscription only to the mess of the unit with which he is serving, and will not be charged with the subscription beyond the date on which he is struck off strength of the unit.

1141F. Seconded officers, and squadron leaders holding extra unit appointments who are not seconded, are exempt from the payment of subscriptions to their units.

1141G. Officers, other than medical and veterinary officers, attached to units for one month and upwards, will pay to the unit or school of instruction to which they are attached, the mess subscriptions they would otherwise have paid to their own units.

1141H. An officer who, for the benefit of the service, attends a class or course of instruction at an institution

or station where no mess is available, will not, during the period of the course, etc., pay mess subscriptions to his own unit.

1141I. The Commanding Officer will prevent an undue accumulation of the mess fund, and will fix the rate of contributions and subscriptions thereto, which must never exceed the limits prescribed, without the sanction of the Defence Council.

1141J. The monthly charge for all incidental expenses should not exceed three dollars in ordinary and four dollars in extraordinary circumstances. When the lesser sum is exceeded, the necessity for the excess should be established to the satisfaction of the O.C.

1141K. Officers of the Auxiliary Active Air Force, attached to a unit of the Permanent Active Air Force for instruction, will be required to pay a daily rate of "table money" not to exceed \$8 per month while so attached.

1141L. Bills incurred at Officers messes form a first charge upon the pay of the officer incurring them. To this end the pay of all officers of the Auxiliary Active Air Force attached for instruction is transmitted to them through the Officer Commanding the unit or school of instruction.

1141M. If an officer, about to be struck off the attached strength of a unit or school of instruction, is in arrears in his mess bill, he is not to be detained pending payment. Return transport to his home is, however, not to be issued to him. The Officer Commanding the unit or school of instruction will, without delay, report the case to Defence Headquarters, stating the amount the officer is in arrear.

1142. (1) A Commanding Officer will be responsible that expensive entertainments are only given with the sanction of an officer not below the rank of group captain, and that an officer who has not signified his consent is not called upon to pay any part of the expense. The cost of such entertainment (including that of mess guests) will be assessed on those concerned in shares according to the pay of their respective ranks.

(2) A general subscription, whether voluntary or otherwise, for entertainments, etc., will not be made without the sanction of the Chief of the Air Staff.

(3) An officer inviting friends to a mess dinner or to partake of the hospitality of a mess will bear the whole expense of their entertainment.

(4) Officers on duty or private individuals who may find it incumbent to take meals at an officers' mess to which they do not subscribe are invariably to be given a mess bill, unless in a special case, such as an annual inspection, etc., the commanding officer gives special direction that the officer or individual is to be treated as a guest of the mess.

1142A. Officers absent from their unit at the Staff College, or holding staff appointments are not chargeable with any share of entertainments.

1142B. An officer inviting private friends to a mess dinner will bear the whole expense of their entertainment.

1142C. Fines will not be levied on marriage, promotion, etc., nor for any minor irregularities.

The keeping of a unit coach is forbidden.

1142D. The practice of entertaining units upon arrival at, or departure from, a station is prohibited; the hospitality approved will be limited to offering to officers the accommodation of the mess as honorary members.

1142E. Semi-private account books in which extra charges and unauthorized subscriptions are shown will not be kept in a mess. The Accountant Officer will be held responsible that every charge is shown in the official mess accounts which are produced at the annual inspection.

Auxiliary Active Air Force

1142F. An officer of the Auxiliary Active Air Force is liable to contribute to unit funds. The amount will be fixed by the C.O. according to the following scales, which are not to be exceeded.

- (a) On first appointment as Pilot Officer and on each occasion of subsequent promotion to the rank of Flight Lieutenant, Squadron Leader, and Wing Commander, \$10.

(b) On direct appointment:—

To the rank of Flight Lieutenant	\$20
To the rank of Squadron Leader	30
To the rank of Wing Commander	40

1142G. A promotion from one Auxiliary Active Air Force Unit to another shall not be considered a direct appointment to a higher rank.

1142H. These contributions may be applied as Commanding Officers may direct, but no other contributions to unit funds will be levied upon officers either on joining, during service in, or on leaving, a unit.

SECTION 2.—SERGEANTS' MESSES

1143. A sergeants' mess will invariably be formed when practicable, and all warrant officers and sergeants attached for instruction will be honorary members thereof. The C.O. will be responsible that it is conducted with economy, regularity and order. The Second in Command will as a rule be charged with its immediate supervision.

1143A. All warrant officers, staff and other sergeants, whether married or single, are to be members of the mess, and, where a dining mess is established, single members must be dining members.

1143B. Every member will pay an entrance fee not exceeding three days' pay on first joining the mess, and on promotion the difference of the three days' pay. A monthly subscription may be charged, not exceeding fifty cents to all members. Married members may, at the discretion of the Commanding Officer, be charged less than the unmarried. Warrant Officers and sergeants of the Auxiliary Active Air Force attached for instruction will not be required to pay an entrance fee or subscription, but will be charged the sum of ten cents per diem, "table money" during the period of their attachment.

1144. On change of station, property or funds will not be removed by an outgoing unit. Presents to the mess will not be removed. When an Air Force station is abandoned as such, and a fresh one occupied, the credits and property of the station mess at the former will be taken over to establish the mess at the latter in the event

of there being no mess already in existence at the new station. If, however, a mess is already in existence at the new station, the mess property and funds at the station to be abandoned will be at the disposal of Defence Council.

1145. The following are the regulations for sergeants' messes:—

- (i) (a) Every warrant officer, flight sergeant, and sergeant, will be a member of the sergeants' mess of his unit. If unmarried, or a widower, he will be a dining member.
- (b) The privilege of honorary membership of a sergeants' mess may be accorded at the discretion of the Commanding Officer to members or honorary members of sergeants' messes of units of the Army or chief petty officers' messes of the Navy who are qualified by rank for such privilege and who are in actual service, also where special circumstances exist to responsible civilians who have associations with the unit, but in general practice a civilian may only be admitted to a Sergeants' Mess as a guest, when accompanied by a member of such Mess who will be responsible for him.
- (ii) Messes will conform to the laws of the province or municipality in which the same are situated in so far as concerns the keeping or sale of spirituous or malt liquors or wine.
- (iii) Mess meetings at which all members shall attend will be held monthly. The senior warrant officer or non-commissioned officer will preside. Minutes of the proceedings will be recorded and submitted for the approval of the Commanding Officer.
- (iv) The management of the mess will be conducted by a Committee, the president of which should not be below the rank of flight sergeant, with two sergeants (one married and one unmarried) as members. They will be appointed quarterly at a mess meeting subject to the approval of the Commanding Officer. They are responsible for the management of the mess, and have power to authorize all ordinary expenditure up to \$25, but exceptional

outlay over and above this amount will not be made without the previous sanction of a mess meeting and the approval of the Commanding Officer.

- (v) A sergeant, not a member of the mess committee, will be selected by the Commanding Officer to act as caterer. He will take charge of all stores of eatables, and receive from members the amounts due by them. No credit will be allowed. The cash will be handed over to the Accountant Officer on the morning of the day following that on which it is received. The caterer has no authority to make purchases or to select tradesmen. The mess will obtain all its supplies through firms or tradesmen who must be approved by the Commanding Officer. Issues to families will take place for half an hour before dinner, and for half an hour during the evening.
- (vi) A warrant officer or flight sergeant is to be appointed by roster to act as treasurer for the quarter. The Accountant Officer is each month to present a statement to the mess management committee, showing the amount due by members for messing and subscriptions. The president of the sergeants' mess is to certify to the Commanding Officer on the 15th day of the following month that there are no outstanding debts on the previous month's accounts. The quarterly audit board referred to in para. 104 is to examine the accounts. All cash received is immediately to be deposited in a chartered bank in accordance with the rules governing sergeants' messes.
- (vii) An entertainment will not be given unless with the concurrence of two-thirds of a general meeting, and with the sanction of the Commanding Officer.
- (viii) The senior R.C.A.F. warrant officer or non-commissioned officer present in the mess is responsible for the maintenance of good order and for the observance of the rules of the mess.
- (ix) Each mess may draw up rules on matters of detail, which must be submitted for the approval of the Commanding Officer.

- (x) The whole of the property of the mess, other than that belonging to the Government, will be insured against fire, the premiums being charged against the mess fund.

1146A. Warrant Officers, Class 1, are not to act as president of a Sergeants' Mess Committee or treasurer of a Sergeants' Mess.

SECTION 3.—AIRMEN'S MESSING AND COOKING

1147-1172.

1173. It is the duty of the C.O. to see that the Airmen's meals are properly provided.

1174.

1175. An orderly officer will inspect the kitchens and cooking apparatus daily. He will always visit the barrack rooms during the breakfast, dinner and evening meal hours to see that the meals are properly prepared and that there is no cause for complaint.

1176. Arrangements will be made by the C.O. for the disposal of all refuse from the cooking of the meat, etc., the sum accruing being deposited to the credit of the Receiver General whenever \$25 or more is accumulated, provided that a deposit shall be made at least once a month for any moneys received. The refuse must be stored where necessary in sanitary bins supplied by the purchaser.

1177. Arrangements will be made by the Commanding Officer for the disposal of waste paper, by sale, if possible, the sum accruing being deposited to the credit of the Receiver General whenever \$25 or more is accumulated, provided that a deposit shall be made at least once a month for any moneys received.

1178-1183.

Chapter XVIII

SERVICE INSTITUTES

SECTION 1.—UNIT INSTITUTES AND CANTEENS

1184. A unit institute is established in a unit for the exclusive benefit and convenience of the personnel and with the following objects: To supply them with good articles at reasonable prices without in any way interfering with their right to resort to any other available shops or markets, and to organize and maintain the means available for their recreation and amusement.

1184A. Detachments which have no separate canteen, grocery shop or coffee room, should be permitted to use those belonging to another unit.

1184B. Rules relating to the management of messes and institutes will be such as are approved by the Minister and notified in General Orders.

1184C. All premises of the institute will be visited frequently by the Commanding Officer, occasionally by the medical officer doing duty with the unit, and daily by the Flight Lieutenant or subaltern of the day.

1184D. The Commanding Officer of the station is to appoint a committee for the general management of the station fund accounts. The president should, if possible, be a general list or administrative officer. The Commanding Officer may appoint himself president. Not more than one member of the committee should be changed at one time.

1184E. Unit institutes will be kept open at such hours as the commanding officer may determine.

1184F. Defaulters will be excluded from the canteen, except during one hour only in each day, to be fixed by the Commanding Officer.

1184G. Men attending hospital and doing light duty will be excluded from the canteen, unless the written permission of the medical officer has been given.

1184H. Officers and airmen with their families and servants only, are permitted to purchase articles at any

branch of the canteen. Permanently engaged civilian employees of the Department of National Defence in camps or stations, subject to the approval of the officer commanding, may be permitted to make purchases in canteens.

1184I. All persons entitled to deal at these institutes are prohibited from purchasing, or being concerned in the purchase of, articles for the benefit of or on behalf of persons not so entitled. This is not, however, to debar an airman from entertaining a civilian friend.

1184J. The commanding officer may permit airmen to introduce male friends into the coffee room, on condition that they leave the barracks on the sounding of the first post of tattoo. The person who introduces a friend will be responsible for his good behaviour. The commanding officer may exclude any individual at any time.

1184K. (1) The establishment of dry canteens for each unit of the Royal Canadian Air Force during the period of annual training or when embodied, is authorized.

(2) These canteens to be organized, administered and carried on under the supervision and direction of the officer commanding the unit, or a committee appointed by him. They are to be inspected daily by an officer and once a month by the Commanding Officer or other officer, appointed by him, at which inspection the books, accounts and vouchers, and also an audited cash statement are to be submitted.

(3) These canteens are to be maintained solely for the use and benefit of the unit. They are not to be sublet or handed over to civilians, except with the approval of Air Force Headquarters. Unless special permission is received from Air Force Headquarters, the canteen is to be managed by a member of the unit. This procedure is also to apply to employees in the canteen. Any profits arising from these canteens are to be applied for the use and benefit of the non-commissioned officers and men of such unit.

(4) Garrison, unit or corps regulations governing such canteens, and also the hours for opening and closing of the same will be published in unit or corps orders for the information of all concerned.

(5) The provisions of paras. 1184F-1184J inclusive, will apply, as far as practicable, to all dry canteens established under this paragraph.

1184L. Nothing in these regulations, so far as they relate to the establishment of canteens, is to be understood as permitting the same within the limits of camp grounds during the annual training of the Royal Canadian Air Force, of spirituous (to include wine) or malt liquors of any kind, where such sale is contrary to the existing laws of the province in which the annual training is carried out.

1184M. Officers commanding camps of instruction of the Royal Canadian Air Force will be held responsible that the above order is carried out and they, together with the officers commanding units of the Royal Canadian Air Force will, in those districts where the law so directs, be liable to prosecution in respect of any liquor sold in tents or other premises subject to their control, in addition to such penalty as may be inflicted for a breach of air force discipline.

SECTION 2.—UNIT WORKSHOPS—PERMANENT ACTIVE AIR FORCE

1185.

1185A. Whenever practicable, General and Commanding Officers will establish garrison and unit workshops in which airmen who have learned a trade before enlistment will be employed.

1185B. The second in command will supervise the workshops, each of which, except the tailor's shop, will when practicable, be in charge of an officer (not the quartermaster). The tailor's shop will be under the immediate supervision of the quartermaster or other officer detailed.

1185C. Shoemakers' shops will be established where practicable, and, if convenient to local arrangements, four men per unit, will be instructed in the rudiments of shoe mending so as to be able to carry out minor repairs when on service.

1186-1274.

Chapter XIX

LEAVE OF ABSENCE AND PASSES

SECTION 1.—OFFICERS

1275. Leave commences:—

At home: from the date on which an officer leaves his station.

Abroad: from the date on which he embarks.

An officer will be present with his unit on the day on which his leave terminates. On rejoining he will make himself acquainted with all orders issued during his absence.

1275A. Subject to the exigencies of the service the Chief of the Air Staff may grant leave up to a maximum of 42 days in any year to officers employed on flying duties and a maximum of 30 days in any year to officers employed on ground duties.

Leave not exceeding 30 days may be granted by the Chief of the Air Staff to a candidate under training for appointment to a commission in the Royal Air Force holding the temporary rank of Pilot Officer (Provisional) in the Auxiliary Active Air Force.

The leave year for officers extends from the 1st April of one year to the 31st March the following year.

A Commanding Officer may grant leave up to a maximum of 7 days to officers at such times as their services can be spared.

Leave not exceeding 48 hours will not be reckoned against the period of leave allowed in each year. The whole of any period of leave exceeding 48 hours will be so reckoned.

1275B. Leave of absence in excess of the periods authorized in para. 1275A but not exceeding three months, may be granted by the Minister on the recommendation of the Chief of the Air Staff.

1276. An officer who obtains leave will give his address, and notify any changes in it to the Adjutant of his unit. If he be awaiting absorption, he will notify similarly, in writing, to the Chief of the Air Staff.

1277. When an extension of leave is applied for, the applicant should state the period for which leave has already been granted.

1278. An application for leave of a special nature will be submitted one month before such leave is required.

1279. An officer on leave in a foreign country requiring sick leave, or an extension thereof, will forward with his application a medical certificate, for which expense to the public will not be admitted.

1280. When an officer of the Permanent Active Air Force is promoted during leave, either in the same or into another unit, or is transferred or removed to, or exchanges into, another unit, his leave, other than sick leave, is thereupon cancelled, without further orders. Leave on medical certificate, or on the recommendation of a medical board, is not affected by such promotion or transfer.

1281. When an officer of the Permanent Active Air Force is reported absent without leave, an explanation will be transmitted to Defence Headquarters.

1282. An officer on the strength of a unit will not apply direct to Defence Headquarters for leave or an extension of leave.

1283. The grant of pay and staff pay during leave is subject to the conditions laid down in the Pay and Allowance Regulations.

1284. Except when prescribed by the Pay and Allowance Regulations, provisions will be made without extra charge to the public, for the temporary performance of the duties of staff officers when on leave.

1285-1286.

1287. An officer on the active list will not quit Canada without special permission. Leave to visit other countries will be obtained from Defence Headquarters, except that a Commanding Officer may grant leave to visit the United States of America for a period not exceeding four days.

Application must be submitted in time to reach Defence Headquarters at least two weeks before the officer wishes his leave to commence.

Leave will only be granted to visit countries where war is not imminent.

See para. 1705 concerning the wearing of uniform in a foreign country by an officer.

1288. An officer travelling abroad is forbidden to accompany or take part in, any military expedition, nor will he, without the permission of the Minister, act as a press correspondent with any army in the field. If an officer contemplates spending more than a fortnight in a country where there is a British attaché, he will inform that officer of his address and movements.

1289. An officer will not attend any foreign manoeuvres without first obtaining from the Minister permission to do so. An officer serving with a unit, etc., will forward his application through his Commanding Officer in sufficient time to reach Defence Headquarters at least one month before the date on which he wishes to start, stating what manoeuvres he contemplates attending, and his address during such manoeuvres. An application by an officer who is not serving with a unit, etc., will be addressed direct to Defence Headquarters.

1290. An officer will not send account of, or comments on, any manoeuvres he may witness abroad to anyone, except the Minister, unless he has obtained the permission of the Minister to do so.

1291-1303.

1304. Sick leave for a period not exceeding six months may be granted to any officer on the recommendation of a medical board.

1304A. The period necessary for the recovery of health will be stated in the proceedings of a medical board which recommends leave.

1304B. An officer on leave granted on the recommendation of a medical board will report his state of health in writing, to his Commanding Officer, ten days before the expiration of his leave, with a view to his being again examined as to his fitness to resume duty.

1304C. An officer granted leave on the recommendation of a medical board, will be re-examined before starting to rejoin his unit and will, therefore, report himself in writing to the nearest headquarters of a district, ten days before the expiration of the leave granted to him.

SECTION 2.—AIRMEN'S LEAVE AND PASSES

1305-1308.

1309. Leave and passes are an indulgence granted at the discretion of the Officer Commanding and an airman must at all times be prepared to rejoin his unit at the shortest notice.

1310. Leave applies to any period exceeding 48 hours during which an airman is permitted to be absent from his duty on leave. All such periods will count against those set out in paras. 1311 (a) and 1317. A pass applies to any period of 48 hours or less during which an airman is permitted to be absent from duty on pass, as provided for in para. 1323. Such period will not count against those set out in para. 1311.

1311. Leave may be granted to an airman serving in Canada as follows:—

- (a) 28 days in each leave year, that is, between the 1st of April and the 31st of March, ensuing, inclusive.
- (b) Up to 8 days in special circumstances to a recruit, if applied for on attestation.

No leave period authorized under (a), which may not have been granted to an airman during any leave year may be carried over into the ensuing leave year. Ordinary leave in excess of that authorized at (a) above may only be granted on the authority of the Chief of the Air Staff in urgent and exceptional circumstances connected with an airman's family affairs.

Leave limited to six weeks may be granted to W.O's and airmen when the journey involved extends beyond 400 miles.

1311A. An airman who has completed ten years continuous service in the Permanent Active Air Force may be granted two months' leave immediately prior to discharge. An airman with less than ten years' service may be granted twenty-one days' leave immediately prior to discharge.

The necessary documents upon discharge requiring the airman's signature may be completed before the airman proceeds on leave.

The airman should not be required to rejoin the unit unless for some very special circumstances.

1312.

1313. An airman borne on the books of one of His Majesty's Canadian Ships may be granted such leave as is granted to the ship's company. Any such leave will, however, be counted against the periods laid down in para. 1311.

1314.

1315. Leave will commence from the date and hour at which the airman leaves his station, as stated on the leave form. Unless granted up to a particular hour, under the provisions of para. 1323, leave will expire at 23.59 hours on the date of expiration, as stated on the leave form. The date and hour are in all cases to be clearly stated in this form, and the hour on the monthly pass.

1316. (1) Every airman before proceeding on leave or pass, otherwise than on monthly pass, will be provided with a leave form, which form will usually be signed by the Unit Commander, and must in all cases be stamped with the office stamp.

Monthly passes will always be signed by the Commanding Officer.

The attention of airmen is to be drawn to the regulations printed on the back of the form, which they should all carry with them while on leave or pass and which must be produced on the demand of a military, air force or civil police on duty. All leave and pass forms will be handed in on expiration.

(2) If permission is granted under para. 1694, to wear plain clothes on leave the leave form will be endorsed accordingly in red ink, the endorsement being initialled by the officer granting the permission.

(3) Before proceeding on leave, an airman will furnish his Unit Commander with an address at which communications and orders will reach the airman promptly. Any subsequent change in address is to be notified without delay.

(4) An airman proceeding on leave or pass will not take with him any keys of sheds, stores, work-shops, etc. The Unit Commander will make any necessary arrangements for the safe custody of such keys during the airman's absence.

(5) Should an airman be unable for want of funds to rejoin his unit on the expiration of his leave or pass, he should be furnished by his Commanding Officer with subsistence, all expenses being subsequently recovered from the airman.

Requests of this nature should be communicated to the airman's Commanding Officer in sufficient time to enable him to rejoin on expiration of leave.

(6) An airman who, while on leave, is in contact with an infectious disease, will notify his unit forthwith, and will forward a medical certificate showing the date of his exposure to infection.

(7) An airman on return from leave will not be required to make good duties missed during his leave of absence.

(8) An airman who fails to rejoin on the expiration of his leave or pass will be dealt with as an absentee, as directed in paras. 514 to 515.

1317. (1) An airman of the Permanent Active Air Force who requires medical aid when on leave, will apply to the Commanding Officer of the nearest Permanent Active Air Force station or Auxiliary Active Air Force unit, whichever is the closest. Such officer will, in every case, communicate with the senior medical officer of the air command or district in which the airman is temporarily residing. The senior medical officer will, if necessary and practicable, cause the airman to be removed to the nearest service hospital.

(2) In cases of extreme urgency when the services of a medical officer cannot be obtained immediately, an airman may apply to one of the civilian medical practitioners in the immediate vicinity of his place of residence.

(3) When a civilian medical practitioner has been employed, the airman must report the fact at once to both his Commanding Officer and the officer commanding the air command or district wherein he is temporarily residing. On receipt of such information, the latter named officer will direct the medical officer to take over the case without delay or issue any necessary instructions. Accounts rendered by civilian practitioners for medical treatment will be specially considered in each case and unless found

upon investigation to have been incurred in accordance with the foregoing instruction, will not be recommended for payment from public funds.

1318. (1) Sick leave for a period not exceeding two months, may be granted to an airman by Officers Commanding Air Commands or District Officers Commanding when the unit to which the airman belongs is administered by that Air Command or District, or if the unit is directly under control of Air Force Headquarters, by the Chief of the Air Staff, or an officer deputed by him, on the recommendation of a board of medical officers.

(2) Sick leave may only be granted following a period of medical treatment in hospital or in quarters, provided the airman is not being considered for discharge on medical grounds.

(3) In preparing the proceedings of the board an opinion will be expressed as to the conditions under which the sick leave, if granted, should be spent, and whether or not, the airman concerned is likely to benefit by change to another locality.

(4) The Commanding Officer will ascertain that the airman's friends or relatives are in a position to afford the airman such aid as his ailment may require.

(5) An airman who has been granted sick leave will be medically re-examined at the termination of such leave as to his fitness to resume duty.

1319. (1) An airman will not without written permission quit Canada.

(2) Leave to visit other countries will be obtained from National Defence Headquarters, except that leave to visit the United States of America and Newfoundland may be granted by a Commanding Officer for a period not exceeding 14 days and by an Officer Commanding an Air Command or District Officer Commanding, as applicable, for the period of annual leave to which an airman is eligible under these regulations.

(3) Applications to visit other countries must be submitted at least two weeks before the airman proceeds on leave. Leave will not be granted to visit countries where war is imminent.

(4) An airman travelling abroad on leave is forbidden to accompany or take part in any warlike expedition or manœuvres, nor will he, without the written permission of the Minister, act as a press correspondent with any army or air force in the field or on manœuvres.

(5) When an airman is granted permission to proceed abroad, and he contemplates spending 14 days or more in a country where there is a British Air Attaché, he will inform that officer of his address and movements. If there is no Air Attaché he will inform the British Naval or Military Attaché.

(6) An airman granted permission to proceed on leave to a foreign country will not take his uniform or any arms or accoutrements with him.

1320-1322.

1323. (1) Monthly passes may be granted to airmen of very good character who, in the opinion of the Commanding Officer, are deserving of the privilege to enable them to remain out of quarters up to any specified hour between tattoo and reveille. Such passes must be signed by the Commanding Officer of the unit and may be granted with or without permission to wear plain clothes.

(2) A pass may be granted to any airman at the discretion of the Commanding Officer for any period up to 48 hours or for leave to be absent from any roll call or duty.

(3) A N.C.O. not below the rank of Sergeant may remain out of camp or barracks until midnight without special permission.

1324.

Passes

1324A. (1) The Chief of the Air Staff may grant leave of absence from training to airmen of good character on the recommendation of their Commanding Officer when, in his opinion, the circumstances warrant the application.

(2) Airmen, whose term of service expires during the annual training, may be excused from attending the training, if they so desire. Discharge certificates will then be granted to them.

1324B. When units are assembled for annual training, passes involving any loss of training will not be granted to warrant officers or airmen except under very urgent circumstances, the nature of which must be satisfactorily accounted for at the annual inspection. No pay will be issued to individuals for the period of such absence.

1324C. Warrant officers and airmen absent without leave when undergoing training at a school or camp of instruction may be dealt with under the Air Force Act, or, if more convenient under these regulations.

1324D. Warrant officers and airmen refusing or neglecting to attend a camp or school of instruction, when lawfully notified to do so, will be dealt with under these regulations.

1324E. No prosecution or action will be instituted against any warrant officer or airman without the approval of the Officer Commanding the unit being previously obtained.

Leave, etc.—Schools of Instruction

1324F. Commanding Officers may, in cases of necessity, grant permission to attached officers, warrant officers and airmen whose unit debts have been paid, to leave the school before the termination of their course but, in such cases, no return transport will be issued.

1324G. Temporary leave of absence may be granted by the Commanding Officer to any attached officer. Permission to rejoin at a subsequent date will, however, be conditional upon there being a vacancy.

Divine Service, Chaplains, Religious Instruction General Instruction

1325-1332.

1333. Every airman, when not prevented by air force duty, will attend divine service, but an airman will not be obliged to attend the service of any other religious body than his own.

1334. Airmen will be marched to and from their place of worship, and the officer or N.C.O. in charge will remain with them throughout the service.

1335.

Families of Airmen at Public Worship

1336. A Commanding Officer will afford facilities for the attendance of officers and airmen, and their families, at public worship, and will encourage the families of airmen to attend regularly.

1337. Whenever seditious or inflammatory language is made use of during a service in any place of worship not under air force control, the senior officer present will use his discretion in withdrawing the air force with as little interruption as possible, and marching them back to their quarters. He should report the circumstances, through his Commanding Officer, to the District Officer Commanding.

Chaplains

1338. Chaplains will be treated with the respect due to their rank and profession, and a Commanding Officer will render them every assistance in carrying out their duties.

1339.

Officiating Clergymen

1340. A Commanding Officer will furnish to officiating clergymen on their application, weekly certificates showing the number of officers and airmen of the denominations referred to borne on the strength of the station, and the numbers who actually attend separate services during the period.

1341.

1342. The duties to be performed by officiating clergymen in receipt of capitation pay include the Sunday services, baptisms, churchings, funerals, attending the sick in hospital and reading prayers with the convalescents, visiting airmen in detention barracks at least once a week, and giving special religious instruction to the children of

his own particular denomination during one or two hours in every week, besides attending generally to the religious instruction and welfare of the officers and airmen and of their families. Fees will not be demanded for the performance of any of these duties.

1343. An officiating clergyman will be informed that payment cannot be guaranteed until approval has been officially guaranteed.

1344-1356.

Married Airmen

1357. (1) The following airmen of the Permanent Active Air Force are qualified to be carried on the Married Establishment and when placed thereon, to occupy married quarters, if available.

- (a) Married airmen holding the rank of warrant officer class I or class II.
- (b) Married airmen holding the rank of flight sergeant or sergeant who receive permission to marry from their Commanding Officer.
- (c) Married corporals and aircraftmen for whom vacancies exist on the Married Establishment and who receive permission to marry from their Commanding Officer, or if married without permission have been recommended for inclusion on the Married Establishment by their Commanding Officer under para. 1362.

(2) The term, "married airmen" for the purpose of this paragraph includes an airman who is a widower with a family, or if divorced has a family, and "family" means the airman's wife, unmarried daughters or stepdaughters residing with him and dependent upon him, sons or stepsons under 18 years of age and, if authorized by the Minister, sons or stepsons 18 years of age or over suffering from mental or bodily infirmity and wholly or part dependent upon the airman.

1358. A warrant officer need not obtain the consent of his Commanding Officer before marriage, but should inform him of his intentions.

1359.

1360. (1) Permission to marry may be granted to an airman of flight sergeant's rank or below by the applicant's Commanding Officer, providing the airman has completed not less than 4 years service, exclusive of service as a boy, in the Permanent Active Air Force and is not less than 26 years of age. When permission to marry is granted to a corporal or aircraftman, his name may be recorded on the Waiting List referred to in para. 1361, but in respect to absorption into the Married Establishment he will take no priority over airmen whose names have been previously recorded on the list.

(2) In all cases the Commanding Officer will satisfy himself that:—

- (a) the airman is free from debt and realizes his financial responsibility;
- (b) the moral character and disposition of the intended wife are such that it would in no way be undesirable for her to occupy public quarters.

(3) An airman who marries when not qualified by age and service, as set forth above, will not be re-engaged at the termination of his current engagement.

(4) When the Force is placed on active service the restrictions concerning the marriage of airmen, as specified in sub-paragraphs (1) and (3) of this paragraph, are suspended. An airman who, other than as a married man, enlists on or subsequent to the effective date of this Order, will, with respect to the Married Establishment, be dealt with as follows:—

- (a) If the airman was single at the date of his enlistment, and marries thereafter with the consent of his Commanding Officer, which consent shall not be given prior to the completion of six months continuous service, he will be eligible to be placed on the Married Establishment, or to be carried supernumerary thereto.
- (b) If the airman, being single at the date of such enlistment, marries thereafter without the consent of his Commanding Officer as mentioned in clause (a) of this sub-paragraph, he will not be eligible to be placed on the Married Establishment or to be

carried supernumerary thereto, except with the consent of his Commanding Officer, which consent will not be given until the airman has completed at least six months continuous service from the date he declared to his Commanding Officer the fact of his marriage.

- (c) If the airman was at the date of such enlistment a married man, but did not then disclose such fact, he will be eligible to be placed on the Married Establishment, or to be carried supernumerary thereto, with the consent of his Commanding Officer, which consent will not be given until the airman has completed at least six months continuous service reckoned from the date he declared to his Commanding Officer the fact of his being so married.

Provided that an airman pupil undergoing training will, notwithstanding the consent of his Commanding Officer as aforesaid, be ineligible to be placed on the Married Establishment, or to be carried supernumerary thereto, until he has completed the training which he as an airman pupil is undergoing.

1361. (1) A Waiting List of all airmen desirous of being placed on the Married Establishment but for whom no vacancies exist will be maintained by N.D.H.Q. An airman will be eligible for the List, if he has been granted permission to marry under para. 1360 (1), or is recommended by his Commanding Officer under para. 1362.

Airmen wishing to have their names recorded on this List will submit their applications to their Commanding Officer. Single airmen will give the name and address of the intended wife and married airmen will attach a copy of their marriage certificate to their application. When recommending these applications to N.D.H.Q., the Commanding Officer is to state that the requirements of para. 1360 (2) are fulfilled.

(2) The order in which the names of such airmen are registered will be taken into consideration when vacancies occurring in the Married Establishment are allotted.

(3) The names of airmen who cancel their intention to marry will be struck off the List, and those who record a change in the name of their intended wife will, subject to

the further recommendation of their Commanding Officer, be re-registered on the list with priority from the date of such recommendation.

(4) On the 1st June each year, the Commanding Officer is to review the applications from single airmen who have applied for permission to marry and ascertain if each airman on the List still wishes to marry the woman named in his application. N.D.H.Q. is to be notified of any changes.

1362. An airman of the rank of Corporal or below who was married without permission, and who has not been discharged on termination of the period of engagement in which he married, or who, notwithstanding such marriage, has subsequently been re-enlisted, may, at the discretion of his Commanding Officer, provided he has completed not less than four years service, exclusive of service as a boy, in the Permanent Active Air Force and is not less than twenty-six years of age have his name recorded on the Waiting List referred to in para. 1361, but in respect to absorption into the Married Establishment, he will take no priority over airmen whose names have previously been recorded on such List.

1363. An airman will not be allowed a permanent pass to sleep out of barracks except a widower with children. If approved of by the Commanding Officer, such man must be regular in his duties, orderly in his lodgings or quarters, exact in his dress, and never leave his lodgings or quarters after tattoo except on duty or with leave. Any man not obeying these orders will be brought into barracks.

1364. (1) An airman who marries under the conditions set forth in paras. 1360 (1) and 1362 and for whom no vacancy exists on the Married Establishment, may, at the discretion of his Commanding Officer, be permitted to live out of barracks, but, except as may be otherwise provided by regulations, he will in all other respects be treated as a single airman living in barracks.

(2) In special cases, where an airman is married without leave, the Commanding Officer may grant him permission to sleep out.

1365. (1) If the wife of an airman on the married establishment is guilty of misconduct, the Commanding Officer may deprive her of the benefits she derives from her husband's position on that establishment.

(2) If there are no children, or if there are children and they do not continue to live with the airman, he will in such a case be struck off the married establishment.

1366. In a case of separation, either by decree of court or by mutual agreement, the Commanding Officer will decide according to the circumstances whether the airman is to remain on the married establishment; but, in ordinary circumstances, if there are any children of the marriage and their custody is vested in the husband, he should be retained on the roll. On the other hand, if their custody is vested in the wife, or if there are no children, the airman should be struck off the roll.

Officers' and Airmen's Letters

1367.

1367A. Letters officially addressed to, and received from, Defence Headquarters, Ottawa, will be free from any charge of postage. Letters personally addressed to individuals at Defence Headquarters must be prepaid by the sender.

1368. The address on a letter to an airman should specify his official number, rank, and unit and mess or barrack room.

1369. (1) A charge beyond the rate of postage fixed by Act of Parliament is not to be made by any person whatever of Permanent Active Air Force personnel for the delivery of their letters.

(2) At a station where the barracks are within the limits of free delivery, the Postmaster-General delivers letters at the barracks free of expense if the Commanding Officer prefers that mode of delivery to their being called for at the post office.

(3) The Commanding Officer has to select a reliable non-commissioned officer or airman to whom he will give authority to receive all packets and mail bags from the post office, and to sign for all postal packets.

(4) Postal packets addressed to persons no longer serving in the unit are to be re-addressed and forwarded, or returned to the Post Office authorities without delay. If returned to the Post Office authorities, the reason of the non-delivery must in every case be endorsed upon the cover by an officer. Registered postal packets returned as above should be entered on a list prepared in triplicate, one copy being retained by the unit and two copies being forwarded with the postal packets. One copy of the list will be receipted by the Post Office authorities and returned to the unit by which the postal packets were re-addressed. When registered packets or bags are re-directed or returned to the Post Office, particulars of this action are to be noted in the registered Post Office books and signed by the Orderly Officer, and such letters, packets or bags, together with a receipt thereof, signed by the Adjutant or Orderly Officer, should be sent back to the Post Office. The receipt, after signature by the Post Office official acknowledging receipt, is to be returned to the Adjutant or Orderly Officer.

(5) In cases where insufficient postage has been prepaid on a postage packet (other than a parcel) the amount of the deficiency marked on the packet should be recovered from the recipient.

(6) In all cases of disputed charges, the amount charged should be paid, and the covers of the packet sent to the Post Office in order that an explanation may be furnished.

Patent, Trial of Invention

1370-1377.

1378. An officer, warrant officer or airman of the Permanent Active Air Force, or a civilian or other person employed under the Department of National Defence is not permitted to take out patents, or to apply for provisional protection for inventions except under the regulations contained in Appendix VI.

1379. All inventions, suggested new patterns of Air Force Stores, or alterations to them, are in the first instance to be referred to the Chief of the Air Staff. In no case will he authorize the trial of any invention without first obtaining sanction from the Minister.

1380.

Chapter XX

MOVEMENTS OF AIR FORCE BAGGAGE AND STORES

SECTION 1.—GENERAL INSTRUCTIONS

1381. (1) Whenever Air Force detachments or individuals are ordered or authorized to travel on the public service, a warrant will be issued to cover the journey. As a general rule, journeys should be made by the most economical route, and the route to be followed is, in all cases, to be stated on the route order.

(2) Motor truck transportation may be used when found more convenient, under the conditions laid down in Article 98, Pay and Allowance Regulations 1924.

1381A. In the absence of special instructions, individual officers, warrant officers and civilian subordinates are not to proceed on journeys before authority has been obtained. In cases of extreme urgency however, a journey may be undertaken, but application should be made for covering approval, stating clearly all the circumstances.

1381B. When proceeding on a journey on duty, the officer, warrant officer or non-commissioned officer in charge of the party, or the individual, if proceeding singly, is to be furnished with written instructions respecting route, to whom to report and time, together with any other particulars considered necessary.

1381C. Special trains for which the Railway Company will charge a higher rate of transport than by ordinary trains must not be applied for without authority from Defence Headquarters.

1382-1385.

1386. Whenever a party of officers or airmen is moved from one unit to another, the Commanding Officer will advise the Commanding Officer of the unit to which they are being moved, at least 48 hours in advance of the date and time of their arrival at the station. A nominal roll will always accompany parties of men or individuals whenever they move from one unit to another.

1387. An armed party consisting of 20 men or more is not to proceed on any duties unaccompanied by an officer. An unarmed party of 50 men or more moving by rail will be accompanied by an officer or N.C.O.

1388-1390.

1391. Officers and others proceeding on temporary duty to another station will whenever possible, be victualled and accommodated at that station. If this is not possible, they will be placed on the rations list, or will be billeted as the circumstances require.

1392. Whenever it will be necessary for officers or airmen to be billeted, a billeting order will be obtained in advance from the officer authorized to issue such orders under these regulations.

1393. When a party is proceeding on duty or on leave the officer in command will send a notice beforehand to the railway or steamship companies, if the party exceeds six. If the number of airmen to move exceeds 50, by rail, or 20 by steamship (or combined rail and steamship), the notice will be accompanied by a statement showing the number of officers, airmen, families, etc., to proceed.

1393A. As a rule, it is only necessary for a medical officer to accompany a unit or detachment of 200 or upwards when proceeding by march route.

1394-1402.

1403. (1) All movements of squadrons or larger units to be carried out will be reported by the Chief of the Air Staff to the Minister as soon as a date for the movements is fixed. When the movement is from one district to another, a similar notice will also be sent by the Chief of the Air Staff to the Officer Commanding the district into which the troops are to be moved.

(2) Marching states will be furnished by the Commanding Officers of the units, and detachments over 20, to the Officer Commanding at both the old and new stations. When the unit or detachment moves from one command to another, they will also be sent to the District Officer Commanding, if the numbers exceed 20.

1404-1407.

SECTION 2.—TRAVELLING WARRANTS

1408. (1) First class travelling warrants are to be furnished to all officers and warrant officers, flight sergeants and sergeants, when travelling by rail. Other non-commissioned officers and airmen will be furnished with second class warrants.

(2) Warrants are to be issued for journeys of officers and others when travelling on duty at reduced rates. It is important that the fullest details of the duty, unit and rank should be shown on the travelling warrant in order that the head of charge may be determined.

(3) Commanding Officers will ensure that airmen detached on any service are provided with money to pay charges for billets or subsistence (including food on rail or sea journeys) for themselves or for any airman in arrest under their escort. Warrant officers and airmen in charge, as well as airmen travelling singly, will be held responsible for payment of all debts incurred on the journey.

(4) If, through lack of money or any other cause, accommodation is not paid for the fact should be reported immediately on return to the station, and the matter promptly settled.

1409.

1409A. A Commanding Officer will ensure that no unnecessary travelling is undertaken by personnel under his command and that the journeys which are actually necessary are performed in the most economical manner with regard both to route selected and to the period of detention which the journey may involve.

1409B. An officer ordering or permitting journeys without authority will be held personally responsible for any unnecessary or extra expense caused to the public by his disregard of this regulation.

1410. (1) Transport warrants will be issued for all Air Force passengers travelling on duty. Passengers arriving at a military or air force station in Canada from abroad, without the necessary form of transport warrants will obtain one, if possible, from the nearest District Headquarters. Warrant books will be used by officers issuing warrants for passengers and sleeping berths only.

(2) Warrant books should be kept under lock and key. The issuing officer will be personally responsible for loss of public funds through any improper use of the forms; on being relieved he will hand over the book to his successor, obtaining a receipt.

1410A. The officer who issues the warrants and requisitions for transport is to select the least expensive, if equally expeditious route, when these details are left to his discretion.

1410B. When a warrant is exchanged for a ticket or berth, by public conveyance, the cost of the journey is to be obtained from the agent of the railway or steamship line, at point of departure, and filled in on the corresponding counterfoil, for the information of the issuing officer.

1410C. If the journey to be made is over more than one railway or steamship line, if possible, the warrants should be issued to cover the journey through the destination. The agent of the railway or steamship line, at point of departure, will issue the ticket over the connecting lines, and the claim for transport over these lines will be adjusted by his company, without further reference to the Department.

1410D. In all cases, whether for passengers or stores, the nature of the service to be performed must be clearly stated on the face of the warrant, giving as many particulars as the space will permit.

1411. No warrant is to be granted to any individual for the conveyance of himself, except when actually and bona fide proceeding on air force duty, and then upon the order being produced to show that he is entitled to conveyance at the public expense, either for himself or for what he may require to take with him. Officers proceeding on or returning from leave of absence, are not entitled to warrants for conveyance at the public expense. The following words are to be printed or written, in red ink, across the face of all warrants for railway passenger transport, viz: "This warrant must be exchanged for a regular ticket at the railway station prior to entering the car, as it will not be accepted by conductors for passage on train." The issuing officer is to instruct the person to whom any such

warrants may be given, that it is to be presented to the railway station agent at the point of departure, to be exchanged for a regular passenger ticket.

1411A. For transport of officers, men, stores, etc., by rail, the warrant or requisition is to be made out for the number of officers, men, weight of stores to be forwarded, etc., and not for a special number of cars. The railway company must see that enough suitable cars for the service are provided, having water and all necessary conveniences for the personal baggage, etc., which is to be carried free of charge.

1411B. When warrants are issued for the transport of airmen, the officer issuing the warrants should state on the face thereof, that the passages are for "second class" which class only is to be charged for.

1411C. Every account for transport rendered to the P.S. & T.O. must be in duplicate and be accompanied by the original warrant or requisition upon which the transport was issued.

1411D. The names of officers authorized to sign transport warrants and requisitions are as approved annually by the Minister.

1412.

1412A. In times of emergency when immediate transport is required for the Air Force on Active Service, and the necessary warrant or requisition cannot be obtained in time from the Headquarters of the district, the Officer Commanding the unit may make the usual warrant or requisition, specifying date, designation of unit, name of place from and to which transport is required, and the number of officers and men or description of stores to be carried. Such Commanding Officer must at the same time attach to the warrant or requisition a copy of the order upon which his unit is required to move.

1412B. When officers are proceeding on public service by any railway which issues tickets for a double journey at reduced rates and the purpose is to return by the same railway, the warrant requisitions for transport are in all cases to be given to cover the journey.

1413.

1413A. Regulations for transport of officers appointed to the Permanent Active Air Force and officers and others proceeding to schools of instruction, are laid down in the Pay and Allowance regulations for the R.C.A.F.

1413B. Transport for a servant under the Pay and Allowance regulations, R.C.A.F., is not to be granted in the case of an officer who is carrying out inspection of stores or equipment, but solely when an officer having necessarily to be in uniform for inspection of units or other similar duties actually requires the services of a personal servant to attend to his uniform, etc., which the ordinary service at a hotel does not provide. The Officer issuing the transport warrant is responsible as to the necessity for the employment of a servant in each case.

1413C. In exceptional cases transport may be issued on repayment to an airman returning from leave. "Returning from leave in uniform" will be written on the face of the warrant in red ink, also the airman's name, number and unit, etc. In order that the cost may be recovered from the man's pay, the officer issuing the warrant will inform the accountant in whose pay the airman is, giving the number of the warrant.

1413D. A warrant for women and children not on the married establishment may also be issued when the move is consequent upon a change of station. Such warrant will be charged at air force rates and need not be endorsed "on repayment," but will bear the following endorsement in red ink:—

"Families not on the married establishment."

1413E. "Requests for transportation on repayment must be kept down to the minimum." The Officer Commanding should forward his recommendation with each application giving reasons for granting of the privilege. Full information should also be furnished as to railway line, route, passages required single or return, first or second class, etc. Requests for berths or drawing rooms should not be considered as no reduction in cost is obtained on Government Warrants. Payment will be made on delivery and Receiver General's receipt showing warrant

number will be forwarded to Chief Accountant, without delay. Warrants will only be issued by the Chief Accountant on authority of the Deputy Minister.

1414.

1415. Warrants will not be issued to airmen discharged:

- (i) By purchase.
- (ii) On release from confinement in a civil prison.
- (iii) At request of parents or guardians in consequence of having made a false statement as to age on enlistment.

1416-1420.**SECTION 3.—RAILWAYS****General Instructions****1421-1425.**

1426. When the number of troops to proceed is considerable, an advance party may be sent to the railway station on the day of entrainment to allot the carriages and trucks, and make detailed arrangements. The approach of the troops to the station should be reported to the Superintending Staff Officer, or, in his absence, to the railway authorities, in order that the route to be used within the station, and the halting place previous to entrainment may be pointed out. The officer in command will arrive at the station; arrange the troops for entrainment and tell off parties for entraining vehicles, stores, etc.

1427-1431.**Entrainment of Men****1432.**

1432A. Airmen are to be regularly seated in the cars, according to the directions of the Commanding Officer, and a guard is to be mounted.

1432B. The Commanding Officer is to see that the cars are provided with an ample supply of drinking water and proper light, and that no spirituous liquor is in possession

of the men. The men should also be warned that any damage to a car committed by them while travelling therein will be assessed and charged against their pay.

1433. Previous to entrainment, men, with their valises, kit-bags, etc., will be told off into sections corresponding with the capacity of the coaches provided, which should be numbered and lettered to facilitate the entrainment of squadrons, flight, etc.

1434. The entrainment will take place by word of command. It should be complete five minutes before the time of departure.

1435.

1436. No man is to leave a coach without permission except when ordered by his officers, or requested by the railway officials to do so.

1436A. Departure of trains should be telegraphed by the Officer Superintending the entrainment to the place where the troops are to halt for refreshments, and also to the place of final destination.

1436B. The officers should constantly go among the men during a railway journey to see to their wants and to enforce orderly behaviour. During the night journey, at least one officer per squadron should always be up in addition to the officer detailed for duty, and should visit the men frequently.

1436C. On arrival at the place appointed for the train to halt, the officers will get out and go to the carriages of which they are in charge. The "dismiss" will then be sounded, and men may get out of the train leaving their arms in the coaches.

1437-1446.

Journeys

1447. When it is time to proceed the "fall in" will sound. Men will return to their coaches, and the officers will see that they are all present and report to the

Commanding Officer. Any sentries that have been posted will then be withdrawn. Lastly, the officers will get in and the O.C. will then give directions that the train may proceed.

1447A. When it is necessary that the troops should be fed en route, previous preparations should be made, an officer with one or more N.C.O's being, if necessary, sent forward to make arrangements.

1447B. An officer in charge of a party proceeding long distances by rail will be responsible for the provision of refreshments for his men on the journey.

1447C. In detraining the O.C. the troops must ensure the speedy evacuation of the railway station.

1448-1452.

1453. In case of accident to the train, the officers will proceed at once to the carriage of which they are in charge, and the men will retain their seats until ordered to descend. Directions given by railway officials must be promptly executed.

1454-1461.

SECTION 4.—CONVEYANCE OF BAGGAGE

1462. Service baggage of the Royal Canadian Air Force moving by rail will be sent by rail at the statutory rate. In other cases, the route by which the baggage is to be moved, and the terms of conveyance, will be arranged in advance. The O.C. the unit having been informed thereof will make all other arrangements for the move of baggage.

1462A. Baggage will, as a rule, be entrained prior to the arrival of the troops.

1462B. (1) When baggage arrives at, or is despatched from a station, fatigue parties from the unit, or, on application of the Commanding Officer, from the garrison, will be provided to assist the railway officials in loading or unloading it.

(2) Drivers are to have nothing to do with loading or unloading wagons. The help required is to be furnished by the troops. The method of packing and the size and

weight of articles to be carried on each wagon will be decided by the office i/c transport, and the loading will be performed under his technical supervision.

1463-1464.

1465. Individual officers and warrant officers of the Royal Canadian Air Force, moving without Air Forces, will arrange for conveyance of their own baggage.

1466-1468.

1469. Full use should be made of all Government transports in possession of units for transport purposes. Hired transport should never be employed when the service can be carried out by existing establishments.

1470-1471.

1472. When there are no means of weighing the stores in barracks, etc., the approximate weight should be given in pencil and, on receipt of instructions to despatch, a representative should be sent to the railway or shipping company's stations to witness the weighing and insert particulars on carrier's note prior to despatch, the weight being reported to the transport officer. Should the correct weight differ materially from the approximate weight originally given, notification, by telegram if necessary, should be sent at once to the receiving transport officer, so that the actual number of vehicles required may be detailed to remove the consignment from the railway station, "Returned empties" should be so described.

1473. Long or bulky articles should be specially brought to the notice of the transport officer when demanding transport.

1474. Five clear days' notice should, when possible, be given regarding explosives and 48 hours' notice has to be given to the railway company by the transport officer, and the goods must not be delivered at the station until the company has signified its readiness to receive them.

1475. The cheapest mode of conveyance will be used, sea or lake transport being reported to when more economical than rail, as far as circumstances admit.

1476. Conveyance by passenger train is only to be resorted to in exceptional cases, or when that mode of conveyance is cheaper than goods train or parcels post, for small parcels and small consignments of safety cartridges for which there is no minimum by passenger train.

1477.

1478. Consignors will obtain receipt for stores handed over to carriers direct. If in any case the representative of a carrier, railway or shipping company declines to give a receipt, an endorsement to this effect should be made on the copy of the carrier's note or other document retained for office records.

1479. In all cases advice notes should be posted by consignors immediately stores are despatched, to the transport officer at the consignee's station when there is a transport officer there, and to the consignee direct if there is no transport representative there.

1480. (1) When packages, etc, are received which cannot be opened at the time of delivery, the carriers sheet or book should be signed "received: contents not examined." Special attention should be called to any packages which appear to be externally damaged or shown signs of having been tampered with. The packages, etc., should be opened at the earliest possible opportunity after receipt, and should any deficiencies or breakages, not due to faulty packing, be then discovered, the consignee should immediately inform the railway company or carrier delivering the goods, and should also notify the transport officer.

(2) This Officer will communicate with Headquarters submitting the original paid freight receipt, original Bill of Lading and invoice in triplicate covering the goods lost or damage sustained. These papers will then be forwarded to the Auditor of Transport who will present the claim to the forwarding Company for recovery of the value of goods lost or damaged.

1481. When carrier's notes have been lost, copies (marked duplicate in red ink) will be supplied by the consignor, on receipt of a certificate that the original

has been lost and that no other charge has been, or will be, made on account of the service. Before issue, reference should be made to the officer who pays the bill.

1482-1485.

1486. When exceptionally heavy consignments of stores or clothing are required at out-stations, the actual destination should be distinctly stated in demands and hasteners, so that they may be sent direct if it is more economical to do so.

1486A. The heaviest weights are to be placed nearest the ends of the cars.

1487-1669.

Chapter XXI

DRESS, CLOTHING AND EQUIPMENT

SECTION 1.—R.C.A.F. EQUIPMENT

1670. Subject to these regulations, detailed instructions for stores administration and accounting will be approved by the Minister of National Defence and promulgated in the R.C.A.F. Stores Instructions.

1671. In correspondence and official documents relating to R.C.A.F. equipment, the instructions regarding nomenclature as contained in the R.C.A.F. Priced Vocabulary of Equipment will be adhered to.

1672.

1673. (1) All R.C.A.F. Equipment will be accounted for as directed in the R.C.A.F. Stores Instructions.

(2) Ledger accounts will be kept only by those units which are described in Air Force Orders as self accounting units. In every other unit class "A" and "B" Equipment will be held on inventory charge from the accounting unit to which it is affiliated.

(3) In accounting units the stores officer will be charged with the demanding, receipt, issue and custody (while in store) of R.C.A.F. equipment. As soon as possible after they have been cleared he will pass all vouchers in connection with R.C.A.F. equipment to the accountant officer who will be charged with the accountancy work relating thereto. Both officers will be responsible for the proper performance of their respective duties to the C.O. upon whom the ultimate responsibility rests.

1674. (1) Normally at stations at which more than one unit is located, whether mobile or immobile, only one store section and one accounting section are to be maintained. Stocks required for one unit are not to be stored or binned separately from stocks of similar articles required for another unit at the same station.

(2) The stores section of the station is to be under the control of the senior stores officer of the station and all stores personnel (both officers and airmen other than those

allowed by establishment and employed in flights or sections or in the workshops, etc.) of the station are to be under his immediate control and are to form the personnel of his section.

(3) The accounting section of the station is to be under the control of the senior accountant officer of the station and all store accounting personnel (both officers and airmen) of the station are to be under his immediate control and are to form the personnel of his section. Any departure from the above procedure will be as authorized by R.C.A.F. Headquarters.

1675. (1) All demands on a stores depot, or other unit, for R.C.A.F. equipment will be properly certified. Demands in excess of establishment must be signed by the Commanding Officer.

(2) Where the duty of signing demands is delegated to a subordinate officer, the Commanding Officer is not in any way relieved of his responsibility for the economic use of equipment.

1676. Immediately any surplus or deficiency is discovered it will be reported to the stores officer or the flight or section commander. Such officer will, where necessary, obtain instructions from the Commanding Officer.

1677. Local purchase of stores may be made by Commanding Officers within the limits laid down in the R.C.A.F. Stores Instructions.

1678. When it is required to convert airframes or engines for ground instruction, application for permission will be made to N.D.H.Q. No airframes or engines will be converted for ground instruction without the prior sanction of N.D.H.Q.

1679. Damaged airframes and engines may be struck off charge under the conditions laid down in Appendix VIII.

1680. A marine craft or a M.T. vehicle will be written or struck off charge only on the authority of N.D.H.Q.

1681. In so far as lies within the power and authorization of units, they will maintain in repair the equipment which they hold on charge.

1682. The Commanding Officer of a unit will not sell any produce or unserviceable R.C.A.F. equipment unless such sale is authorized by the Minister.

1683. (1) When R.C.A.F. equipment of any description belonging to the public is found to be deficient, lost, stolen, damaged or destroyed, or when a deficiency is discovered in any equipment account, the Commanding Officer will at once cause the facts to be fully investigated.

(2) When it has been decided by the appropriate authority (see para. 672) that a charge is to be made against a person or persons, recovery of the sum awarded will be made and the articles written off charge.

(3) If any deficient article for which a charge has been made, is subsequently recovered, a refund of the amount paid may be authorized by N.D.H.Q.

1684. (1) All losses of any kind which may be supposed to be due to theft will be reported at once to the police for investigation, unless it is considered that the matter can be properly investigated without the aid of the police, and dealt with under Air Force Law.

(2) Any loss of firearms will be reported by the individual concerned to his Commanding Officer immediately on discovery. Irrespective of the length of time that may have elapsed since the loss occurred, Commanding Officers will report full details of the loss forthwith to the police, giving the registered numbers of weapons, identification marks and any other relevant information. Similar action will be taken in the case of any loss of small arms or machine guns, bombs, explosives, or ammunition in bulk. The Commanding Officer will forward a report of the loss to N.D.H.Q.

(3) If any article which has been reported to the police as lost or stolen is recovered, the fact will be reported at once to N.D.H.Q. and to the police when recovery was not effected through or by them.

1685. (1) The Commanding Officer of a unit will be responsible, that proper action is taken to preserve from deterioration all material held in store, whether held as mobilization equipment or for current issue. He will also

be responsible for arranging that such material is inspected by a qualified officer whenever deterioration is discovered or suspected.

(2) Any abnormal deterioration of complete aircraft, aircraft engines, marine craft, M.T. vehicles, ammunition, explosives, and pyrotechnics, will be reported immediately to N.D.H.Q.

1686. Portable weighing appliances in the possession of units will be tested once yearly, the tests being carried out under the supervision of an officer.

1687. It is important that railway freight cars, requisitioned for the despatch of consignments, should be loaded within the prescribed period during which no charge for demurrage accrues. Similarly, cars received loaded should be cleared as quickly as possible.

SECTION 2.—DRESS CLOTHING AND EQUIPMENT

General Instructions

1683. (1) A Commanding Officer is forbidden to introduce or sanction any unauthorized deviation from the sealed pattern of dress, clothing, equipment and badges, as laid down in R.C.A.F. Dress Regulations.

(2) Uniform clothing is to be worn as approved for issue by the Commanding Officer, and unit tailors and shoemakers are forbidden to carry out any unauthorized alterations in or deviations from the sealed patterns.

(3) An airman will be liable to make good at his own expense any restoration to patterns or replacement of any garment issued to him which has subsequently been improperly altered.

(4) Commanding Officers are periodically to bring this regulation to the notice of all airmen.

1689. An airman will not leave his quarters unless properly dressed. The dress, appearance and demeanour of airmen should on all occasions be such as to create a respect for the Air Service.

1690. It is the duty of all officers, warrant officers and N.C.O's to report irregularities of dress, misdemeanors

of airmen on pass or furlough to the men's Commanding Officers, whether the airmen belong to their own unit or not.

1691. An airman will not smoke in the streets when on duty.

1692. (1) No unauthorized ornament or emblem is to be worn in uniform.

(2) All ranks, when not on duty, are permitted to wear national flowers or emblems on their uniform headdress on the days specified hereunder:—

Occasion	Emblem	By Whom Worn
Dominion Day.....	Maple Leaf....	All.
St. George's Day.....	Rose.....	Personnel of English descent.
St. Andrew's Day....	Thistle.....	Personnel of Scottish descent.
St. Patrick's Day....	Shamrock.....	Personnel of Irish descent.
St. David's Day.....	Leek.....	Personnel of Welsh descent.
St. Jean Baptiste Day.....	Maple Leaf....	Personnel of French-Canadian descent.
Remembrance Day (November 11)	Poppy.....	All.

1693. Prescribed badges (wing or wings) denoting the wearer to be a qualified pilot or observer, are approved Royal Canadian Air Force Uniform.

1694. (1) Uniform will be worn by all ranks while on duty. It is left to the discretion of the senior officer in the station to permit plain clothes to be worn by officers, warrant officers, and N.C.O's not below the rank of Flight Sergeant when not on duty, and by other ranks for purposes of recreation.

(2) Permission may also be given by a Commanding Officer to N.C.O's below the rank of Flight Sergeant, and to men of good character to dress in plain clothes when on leave or pass away from their station. Such permission will be entered on the leave form or pass, and will be initialled by the officer granting it.

1695. R.C.A.F. personnel will at all times carry on their persons such identification cards as may from time to time be set out in the appropriate Order.

1696. The hair of the head is to be kept short. The face is to be kept shaven, with the exception of the upper lip, which is to be either completely shaven or entirely unshaven.

1697.

1698. In uniform watch chains and trinkets are not to be worn in such a manner as to be seen. A plain gold collar pin is to be worn by officers with summer dress only.

1699. Pistols or revolvers, and binoculars and prismatic compasses, will be issued on loan to officers and airmen on Active Service, as required for the due performance of their Service duties.

1700. A free issue of camp kit will be made to all officers prior to embarkation for an overseas command. To officers serving in Canada, free issue will only be made under the authority of the Air Officer Commanding concerned when special circumstances prevail, such as proceeding on detached operations to isolated areas.

1701.

1702. A Commanding Officer may allow greatcoats to be worn when necessary.

1703. (a) Court Mourning—Court Mourning will not apply to the Officers of the Royal Canadian Air Force except when attending a Court function, including Levees, or when in attendance upon His Excellency the Governor General or the Lieutenant-Governor of a Province, or on duty with an escort or guard of honour for His Excellency the Governor General or the Lieutenant-Governor of a Province. Officers will not attend balls in uniform during the period of Court Mourning.

(b) Service Mourning—In the event of "Service Mourning" being ordered, it will apply to Officers only. Special instructions regarding its application and duration will be issued.

(c) When attending, in uniform, funerals or ceremonial services connected therewith, Officers and Warrant Officers, Class I will wear a mourning band. Other ranks may do

so if they desire. Mourning bands will not be worn at ceremonies such as the unveiling of memorials or Remembrance Day celebrations.

(d) All ranks may wear a mourning band in the case of personal bereavement at their own discretion. Officers in private mourning will not wear the mourning band when attending functions described in (a) above unless the Court is in mourning.

(e) The mourning band will be of black crepe or black broadcloth, three and one-quarter inches wide and will be worn around the left arm, half-way between the elbow and shoulder; it will be worn in all orders of dress and on greatcoats.

1703A. (1) Service Mourning may be ordered by the Chief of the Air Staff on the occasion of the death of any member of the Royal Family, the Governor General of Canada, the Prime Minister of Canada, any R.C.A.F. Officer of the Active List of the rank of Air Commodore or above, any high ranking official or dignitary of any other branch of the Service, or any member of the diplomatic corps.

(2) The period of such Mourning would normally be from the time of death of the individual until the completion of the funeral ceremony. Details of the duration will be included in the order by the Chief of the Air Staff.

(3) In event of the death of any Officer who is retired or is carried on the R.C.A.F. Reserve, Service Mourning will not normally be ordered, but the Chief of the Air Staff may order that flags and ensigns on R.C.A.F. Buildings and enclosures be flown at half mast during the period of the funeral.

1704. Glasses may be worn by all ranks on or off duty.

Officers

1705. (1) An officer, while in a foreign country, is not to wear uniform without having obtained the permission of His Majesty's representative, which will only be granted when he is employed on duty, or attending court, or at State ceremonies to which he has been invited.

(2) Permission to wear uniform at foreign manoeuvres can only be obtained from the Minister.

1705A. Officers will not be appointed to, or promoted in, the Royal Canadian Air Force unless they undertake to procure for themselves within three months of such appointment or promotion, the uniform required by regulations.

1705B. Officers assuming prominent positions at reviews, and upon all occasions of State ceremony, will wear the full dress of their rank.

1705C. Officers attending reviews in plain clothes will avoid being conspicuous, and will comport themselves as ordinary spectators.

1705D.

1706. (1) Officers of the Reserve Air Force and those on the retired list who have been permitted to retain their rank, except as mentioned in sub-para. (4), may be permitted to wear the uniform of their rank on special occasions when attending ceremonials and entertainments of a service nature and on occasions of ceremony when the wearing of uniform is appropriate.

(2) Officers of the Auxiliary Active Air Force, who are not on active service, will be required to wear the uniform of their rank and branch when carrying out their periodical training and when employed on an official duty which would necessitate the wearing of uniform by an officer on the active list if he were similarly engaged.

(3) The order of dress worn will conform to the regulations in effect from time to time.

(4) The following will not be permitted to wear uniform:—

(a) Officers who have resigned their commissions.

(b) Officers who have been removed from the service under the provisions of Para. 255.

1707. Regulation uniform must not be worn at fancy-dress balls.

1707A. An Honorary Aide-de-Camp to the Governor General will wear the distinguishing badge of such appointment on all occasions when the Governor General is present in state, at levees, and when on duty as Governor General's Honorary Aide-de-Camp at field days and other Air Force and Military ceremonies at which the Governor General is present.

1708-1712.

Airmen

1713. On detached duties not under arms, and when off duty out of barracks or when on leave or pass at home stations, service dress will be worn with forage caps.

1714. An airman when walking out is to carry the regulation cane.

1715. An airman going on pass or leave will not take with him any arms or accoutrements.

1716. Arms and accoutrements as may be ordered will be carried on parade in all orders of dress.

1717. The canvas suit or jean overalls is to be worn on all fatigues in barracks or camp, and on all occasions when its use will save the men's clothing. In cold weather it may be worn over, and in warm weather without, the service dress.

1718-1719.

Equipment

1720. Water is not to be kept in the water-bottle when the bottles are not in use.

1721. (1) The haversack will be worn over the right shoulder. The sling will be worn under the waistbelt, the haversack with the top below the lower edge of the belt.

(2) The haversack will be worn by all ranks in marching order; on other occasions it will be carried only when ordered for use, and is not to be worn rolled up.

1722-1723.

SECTION 3.—BOMBS AND EXPLOSIVES

1724. In time of Peace, ball ammunition is never to be in possession of the men, unless the Officer Commanding should consider it necessary to authorize an issue of service ball ammunition for a special purpose.

1725. Guards and escorts (except escorts for airmen in custody) and parties detached in aid of the civil power, will have the requisite ammunition served out to them before going on duty. This supply is to be collected in the presence of an officer, after the duty has been performed, and returned into the magazine.

1726. When ammunition is in possession of men it is to be inspected at the daily morning parade by an officer and any loss or damage is to be reported.

1727-1728.

1729. Whenever ammunition is issued from store to, or returned to store by, Air Forces at the issuing station, an officer of the unit will attend.

1730. The issue of ammunition from the unit or station magazine is to be made by an officer, and he is not to entrust the key of the magazine to anyone. The Squadron Commander will inspect all ammunition issued for the use of his squadron, etc., and will be personally responsible for the correctness of the description and quantity of ammunition drawn, and for the care and expenditure of such ammunition. He will also personally check any unexpended balance of ammunition when collected from the men, and will be responsible for its return to the magazine.

1731. All ammunition in charge of a unit is to be inspected at least once a month by the Commanding Officer, who will see that it is deposited in a place of safety.

1732. As damage may be done to rifles or revolvers by the use of unsuitable ammunition, the use of any ammunition, whether ball, blank or dummy, except that provided by government, is forbidden.

1733. (1) The Officer Commanding will report to the Defence Council, through the proper channels, any accident that may happen with ordnance, machine guns,

mountings, small arms or bombs, stating the charge used, and also the supposed cause of the accident. Failure or defects in ammunition, bombs, or other ordnance stores are also to be reported.

(2) In any report referring to guns or mountings, the correct nomenclature is always to be used in describing details and the numbers and distinguishing marks are to be given in full. In describing ammunition, correct copies of all stencilling, labels, and marks on boxes, cartridges, small arm ammunition, fuses, primers, bombs, etc., are invariably to be included, and, if possible, it should be stated when the ammunition was received and where from.

(3) Should a serious accident happen to any part of a gun or mounting, or should any material defect be discovered therein, the gun and its mounting are to be left as nearly as possible in the condition in which they were found immediately after the accident occurred, or the defect was discovered, pending an investigation, which is at once to be held, as to the cause of the accident or defect.

A full report of the investigation, accompanied by sketches or impressions of the injured parts, is to be transmitted to the Deputy Minister, Department of National Defence, without delay.

Mention of the circumstances of such special report is to be made in the annual returns of ordnance.

(4) On all occasions of receiving or discharging explosives, smoking is prohibited while work is going on. When work is not going on, i.e., at meal-times, smoking may be permitted.

(5) Whenever bombs are returned, the Commanding Officer is immediately to send a written report to the Chief of the Air Staff that all bombs have been returned properly marked.

Returned bombs, should not be placed in a magazine with other explosives until they have been inspected by an expert and pronounced "safe."

(6) Bombs are always to be handled and stowed with much care and caution, under the direction of an officer.

(7) When receiving ammunition, the utmost care is to be taken of the cases in which it is packed.

(8) The magazine is always to be opened by an officer. The officer in charge is to be very careful to ascertain that persons who go into the magazine have no matches nor anything else about them which can strike fire.

(9) Before the magazine is closed, on each occasion, an officer is to examine and arrange the cases of bombs, etc., which have been opened and secure all that contain ammunition as before.

(10) A sufficient number of keys or spanners are to be kept near to the cases which require to be opened; and nothing is to be bestowed in the magazine except what is actually required for the issue and supply of ammunition.

(11) Candle lamps are never, in any circumstances, to be allowed in magazines or handling-rooms.

(12) The hermetically-closed tin boxes, in which tubes, fuses, lights and other combustibles are used for service are never to be opened until required for use to guard against deterioration from damp or other causes.

Chapter XXII

MEDALS AND DECORATIONS

SECTION 1.—GENERAL INSTRUCTIONS

1734. The General Order notifying the award of a medal for active operations will include instructions as to the nominal rolls of individuals entitled to the medals.

Medals will be issued to those entitled to them as follows:—

- (i) Medals of individuals still serving with their unit.
—To the O.C. Unit.
- (ii) Medals of individuals who have left their unit.
—To Defence Headquarters.

The officer receiving medals under (ii) will forward them to the individuals for whom they are intended.

If medals cannot be delivered (as in the case of men whose addresses cannot be ascertained) they will be retained at Defence Headquarters for custody, and for issue, if subsequently applied for.

1735. Letters containing medals are to be registered, and receipts should be obtained from the persons to whom they are sent.

1736. (1) Instructions concerning the wearing of medals, decorations and miniature medals by officers are contained in the Dress Regulations.

(2) Medals and decorations will be worn by other ranks with the full dress coat, in the order prescribed for officers in the Dress Regulations. On other coats ribbon will only be worn.

1737. An airman irregularly enlisted while belonging to the Air Force Reserve and retained with the Permanent Active Air Force upon his last attestation, may be allowed to wear medals awarded for service under his previous attestation.

1738. When the grant of a medal has been notified, and medal rolls have been transmitted, the Minister may,

pending the issue of the medal, authorize the wearing of the regulation ribbon by all ranks, whose names are entered on the rolls.

1739. (1) When the Royal Canadian Air Force is placed on Active Service, the Commanding Officer of each unit will be responsible that the medals of all Warrant Officers, Non-Commissioned Officers and Airmen serving therein are collected and forwarded together with a descriptive list of such medals and a nominal roll of the Airmen to whom they belong, through Air Command Headquarters, to the R.C.A.F. Records Office.

(2) All medals, stars, crosses and other metallic symbols in respect of decorations, honours and awards conferred on R.C.A.F. Warrant Officers, Non-Commissioned Officers and Airmen while serving out of Canada and its territorial boundaries are to be forwarded through the proper channels to the Branch abroad of the R.C.A.F. Records Office.

1740. When Air Forces proceed on long journeys, all medals and decorations of the airmen are to be handed over to the Officer Commanding Troops on board for safe custody during the journey.

1741. Medals left behind by an airman who absents himself without leave, and is declared by a Court of Inquiry to be illegally absent, will be forwarded to the Record Officer. If the man does not rejoin within 10 years the medals will be disposed of as unclaimed.

1742. An officer in charge of medals will arrange for their safe custody, and will keep a book showing (i) the numbers, ranks and names of the airmen whose medals are placed in his charge; (ii) the service for which the medals were granted; (iii) the date and cause of their being taken in charge; and (iv) the date and manner of their disposal.

1743. Medals which at the end of ten years still remain unclaimed will be sent to the Director of Records, Department of National Defence. If the man does not rejoin within ten years, the medals will be disposed of as unclaimed medals.

1744. The grant, forfeiture and restoration of medals will be recorded on the Air Force history page of an airman's attestation and, when medals are issued to an airman after he has left the colours, the Record Officer will enter the grant in the airman's discharge or transfer documents. An entry of the grant will also be made in the allotted space on the certificate of character, showing name of campaign, medal and number of clasps.

1745. Recommendations for the Victoria Cross, accompanied by records of service and statements of service abroad or in the field, and of the wounds and distinctions of these recommended, will be addressed to the Minister through the usual channel.

1746. When an airman in possession of the Victoria Cross forfeits his medals, whether by sentence of a court-martial or otherwise, a report will be made to the Minister with a view to His Majesty's pleasure being ascertained as regards the retention or forfeiture of the Victoria Cross.

1747.

1748. The good conduct medal is a reward for long service with irreproachable character and conduct. The Commanding Officer is the sole judge of the standard of conduct required, and must, therefore, recommend only such airmen as are in every way worthy of the distinction, and whose character has been exemplary.

When an airman is eligible by length of service (18 years with the colours) regard will be had to his conduct and character throughout the service, and to the number and nature of the offences recorded in his conduct sheets irrespective of the punishments which may have been awarded.

Service of an airman under 18 years of age may be included in the 18 years required to qualify.

The following are absolutely ineligible and must not be recommended;

(1) Any airman, who, during his service, has been sentenced by civil court to penal servitude or imprisonment and has undergone such sentence.

(2) Any airman who has been convicted by court-martial, and has had his trial by desertion or fraudulent enlistment dispensed with, provided that any airman convicted of desertion or fraudulent enlistment, or whose trial for that offence has been dispensed with, will cease to be eligible if the whole of the service forfeited by such conviction or dispensation be subsequently restored.

(3) Any airman who has been found guilty of an offence of drunkenness when on duty or warned for duty or when engaged on garrison or unit employment.

(4) Any N.C.O. who has under Section 183 (2) of the Air Force Act been reduced to a lower grade or to the ranks for an offence, but not for inefficiency.

When any airman, who has been awarded the medal is convicted as in (1) or (2), has had his trial for desertion or fraudulent enlistment dispensed with as in (2), has been found guilty as in (3), or has been reduced as in (4), and in any other case where the Commanding Officer considers that the airman's conduct has been such as to disqualify him from wearing the medal, the Commanding Officer shall report the case with full remarks and certified true copies of conduct sheets to the Minister.

1749.

1749A. The Minister will consider the case of any airman who has been excluded under para. 1748, but who may be specially recommended on account of his having shown highly exemplary conduct in action against the enemy or otherwise.

1750. An officer employed on administrative duties in a unit will bring to the notice of the Commanding Officer every airman who becomes eligible for the award, but the fact that the airman fulfils the conditions for eligibility gives him no claim to the medal.

1751. A Commanding Officer must recommend only such airmen as are in every way worthy of the distinction. Even when an airman is eligible in all respects, regard will be had to his conduct and character throughout his career and the number and nature of offences recorded in his conduct sheets, irrespective of the punishments which may have been awarded.

1752.

1753. The medal, if granted, will be transmitted to the Commanding Officer who will deliver it to the airman at a parade of the unit. If the unit is paraded with other troops, the Commanding Officer will report to the Commanding Officer troops at the station who will order a general parade for the presentation. Good conduct medals awarded to airmen after their discharge from the service will be forwarded direct to the Officer i/c Records.

1754.

1754A. (1) The Distinguished Flying Cross shall be granted only to such officers and warrant officers of the Royal Canadian Air Force as shall be recommended for an act or acts of valour, courage or devotion to duty performed whilst flying in active operations against the enemy.

(2) The award of the Distinguished Flying Cross shall entitle the recipient to have the initials "D.F.C." appended to his name.

1754B. (1) The Air Force Cross shall be granted only to such officers and warrant officers of the Royal Canadian Air Force, as shall be recommended for an act or acts of valour, courage or devotion to duty whilst flying, though not in active operations against the enemy.

(2) The award of the Air Force Cross shall entitle the recipient to have the initials "A.F.C." appended to his name.

1754C. (1) The Distinguished Flying Medal shall be granted only to such non-commissioned officers and airmen of the Royal Canadian Air Force as shall be recommended for an act or acts of valour, courage or devotion to duty, performed whilst flying in active operations against the enemy.

(2) The award of the Distinguished Flying Medal shall entitle the recipient to have the initials "D.F.M." appended to his name.

1754D. (1) The Air Force Medal shall be granted only to such non-commissioned officers and airmen of the Royal Canadian Air Force as shall be recommended for

an act or acts of valour, courage or devotion to duty performed whilst flying, though not in active operations against the enemy.

(2) The award of the Air Force Medal shall entitle the recipient to have the initials "A.F.M." appended to his name.

1754E. Recommendations for the award of the Distinguished Flying Cross, and the Air Force Cross shall be forwarded to National Defence Headquarters immediately after the performance of the acts of valour, courage or devotion to duty, and shall be accompanied by a complete record of the officer's or warrant officer's service.

1754F. Recommendations for the award of the Distinguished Flying Medal and the Air Force Medal shall be forwarded to National Defence Headquarters immediately after the performance of the acts of valour, courage or devotion to duty, and shall be accompanied by a complete record of the airman's service, together with original Conduct Sheet and copies of civil conviction.

SECTION 2.—ACCEPTANCE AND WEARING OF NON-MILITARY MEDALS GRANTED FOR ACTS OF GALLANTRY

1755. (1) The following non-military medals are allowed to be worn when in uniform:—

- (a) "The Albert Medal," "The Edward Medal," "The Board of Trade Medal," "The Medal of the Order of St. John of Jerusalem," and
- (b) The medals of the Royal Humane Society, the "Stanhope Gold Medal," awarded by that body and the medal of the Royal National Lifeboat Institution, and the Royal Canadian Humane Association Medal.

(2) Out of the above not more than two medals may be worn for one act of gallantry, viz., one official medal, and if awarded, either the Royal Humane Society's Medal, the Stanhope Gold Medal, the Royal National Lifeboat Institution's Medal, or the Royal Canadian Humane Association Medal.

(3) Under no circumstances can medals, other than those in (1) (a) awarded by private Societies, be permitted to be worn and, as far as possible, this restriction also applies to medals awarded by foreign governments. In a case, however, where a foreign government medal and a British medal are awarded for the same act of gallantry the foreign medal may be worn only on occasions of ceremony where representatives of the country concerned are present.

1756. (1) No restriction is imposed on the acceptance of any medal, British or foreign, which it is not intended to wear.

(2) The Minister reserves the right of determining which of several medals awarded may be worn.

(3) Whenever any of the above medals are awarded to officers or airmen, a statement of the fact should be sent to the Defence Council, in order that the necessary authority may be issued for the distinction to be worn.

(4) A Commanding Officer in putting forward an airman's claim for the Royal Humane Society's medal, should do so on the form which will be furnished on application to the Secretary of the Society's office, 4 Trafalgar Square, Charing Cross, London.

SECTION 3.—FOREIGN ORDERS AND MEDALS

1757. Attention is drawn to the regulations respecting foreign orders and medals issued by the Foreign Office and published from time to time in the Official Air Force List, especially to the rule prescribing that "the intention of a foreign Sovereign to confer upon a British subject the insignia of an order must be notified to His Majesty's Principal Secretary of State for Foreign Affairs either through the British Minister accredited to the Court of such foreign Sovereign or through his Minister accredited to the Court of His Majesty." Until such notification has been made, His Majesty's permission to accept and wear the decoration cannot in any case be granted.

1758. A medal or decoration bestowed by a foreign power cannot under any circumstances be replaced.

SECTION 4.—LOSS AND REPLACEMENT

1759. Medals are to be shown at kit inspections. When an airman is unable to produce his medals, the squadron, etc., commander will record all available evidence regarding the loss, and will submit same to the Officer Commanding of the unit who will record his opinions as to whether the loss occurred:—

- (i) When the airman was on duty and from causes entirely beyond his control.
- (ii) By accident.
- (iii) Wilfully.

Under (i) and (ii) applications to replace the lost medals may be at once submitted to Defence Headquarters with the original record of ribbons taken by the Squadron Commander.

In cases in which no testimony as to the loss, except that of the airman himself, is forthcoming, the Commanding Officer, except in very special circumstances, which he will record, will take the airman's character into account in forming his opinion.

It is necessary that the replacement of medals should be carefully safeguarded, and every effort made to prevent their falling into the possession of unauthorized persons.

For this reason it is seldom that medals can be permitted to be replaced at the public expense. Such replacement is confined to cases in which the loss of the medal was due entirely to unavoidable circumstances, such as shipwreck, fire, etc. In interpreting this rule, care should be taken to differentiate between such accidental losses as might ordinarily be incurred in private life and those which are incurred solely through the exigencies of the service. Thus—loss by theft, burglary, loss of baggage while travelling, or loss due to defective fastenings, etc., are such as might be incurred by an individual and are not, therefore, to be considered as fair charges against the public.

In cases under (iii) the airman will be dealt with under Section 24 of the Air Force Act, and, if convicted he must serve three years clear of an entry before he can be recommended for the grant of a new medal, on paying the value thereof.

If sentenced to imprisonment or detention the three years will reckon from termination of such imprisonment or detention.

In all cases where the clasps are not lost a new medal only is to be applied for.

1760. In the event of a discharged airman losing his medals, it will be necessary for him to make application to the Defence Council for the issue of new medals at his own expense, submitting with such application a statutory declaration setting forth the circumstances in regard to the loss, and showing that the loss was unavoidable, and occurred through no fault of his own.

1760A. When a medal or clasp issued by Canada requires to be replaced at the expense of the man, the value thereof \$1.83 for the medal and 36 cents for each clasp, must be deposited in the usual way in some authorized bank in the locality to the credit of the Receiver-General, and the Deposit Receipt therefor must be sent to Defence Headquarters with the application for issue. The charge for the ribbon will be 5 cents.

SECTION 5.—FORFEITURE AND RESTORATION OF MEDALS

1761.

1762. (1) The circumstances under which Orders shall be forfeited by, or restored to, officers are laid down in Statutes governing them.

(2) The conditions under which the decorations and medals are forfeited by, or restored to, officers are laid down in the Warrants respectively governing them.

(3) Every officer who suffers death by sentence of court-martial, or who is cashiered or dismissed or removed for misconduct from the service should forfeit any war medals of which he may be in possession, or to which he may be entitled. Such officer shall forfeit any Long Service or Good Conduct Medal to which he may be entitled, or of which he may be in possession.

(4) Every officer who is convicted by the civil power of any offence shall be liable to forfeit any war medals, or Long Service and Good Conduct Medal of which he may be in possession, or to which he may be entitled, at the discretion of the Dept. of National Defence.

1762A. (1) Any war medal or Long Service and Good Conduct medal forfeited by an officer may be restored under regulations approved by the Dept. of National Defence.

(2) Every airman who suffers death by sentence of court-martial, or is discharged under paragraph 392 (VII), (VIII) and (XI) shall forfeit all war medals of which he may be in possession or to which he may be entitled. Such airmen shall also forfeit any Long Service and Good Conduct medals of which they may be in possession or to which they may be entitled.

(3) Every airman who is convicted by the civil power shall be liable to forfeit any war medals or Long Service and Good Conduct medal of which he may be in possession or to which he may be entitled, at the discretion of the Dept. of National Defence.

SECTION 6.—MEDALS OF AIRMEN DISCHARGED AS LUNATICS AND OF DECEASED OFFICERS AND AIRMEN

1763. (1) Medals of an airman, who on discharge is sent to a lunatic asylum, will be forwarded by the officer who carries out the discharge to the Director of Records, with a notification of the date of discharge and the institution to which the man has been sent. Similar notification will be made in the cases of such airmen, who, on discharge, are entitled to medals not then issued.

(2) The officer in charge of medals of lunatics will periodically ascertain from the institution what becomes of the airmen in order that their medals may be forwarded to them if they recover, or to the individuals legally entitled thereto if they die.

(3) Medals of a lunatic may be issued to his next of kin on receipt of a written guarantee that the medals will be retained in safe custody, and handed over to the man in the event of his recovery. When medals are so issued, they will be disposed of in the order of relationship laid down in para. 1764 (b).

1764. Medals and decorations of persons dying while subject to Air Force law will be disposed of as under:—

(a) If there is a Will, the medals and decorations will be sent to the person who, in the opinion of the Minister, is named in the will as being intended to receive them, or as being a general or residuary legatee of the estate.

(b) If there is no Will, medals and decorations will be sent to the next of kin in the following order of relationship:—

- (i) Widow.
- (ii) Eldest surviving son.
- (iii) Eldest surviving daughter.
- (iv) Father.
- (v) Mother.
- (vi) Eldest surviving brother.
- (vii) Eldest surviving sister.
- (viii) Eldest surviving half-brother.
- (ix) Eldest surviving half-sister.

D.C.R.A. Badges

1764A. The badge given by the Dominion of Canada Rifle Association may be worn on the left arm.

1765.

Chapter XXIII

CEREMONIAL

SECTION 1.—RELATIVE RANK AND PRECEDENCE OF OFFICERS IN NAVY, ARMY AND AIR FORCE

1766. Nothing contained in these regulations is to give a claim to any officer of the Royal Canadian Air Force to assume command of His Majesty's Canadian Land or Sea Forces, nor to any officer of the Militia or Royal Canadian Navy to assume command of His Majesty's Royal Canadian Air Force, or any of the officers or men thereunto belonging, unless under special authority from the Defence Council for any particular service, or under such conditions as may be prescribed by regulations under Section 184A of the Air Force Act, 90A of the Naval Discipline Act and 184A of the Army Act.

1767. The relative rank of officers of the Air Force with the officers of the Militia and Navy shall, subject to the exceptions provided for in this chapter, be as laid down in the table giving such relative rank, and shall in every case take effect according to the dates of their respective commissions or appointments, unless the relative rank is granted at the discretion of the Minister or is dependent on the attainment of seniority, or completion of service. In the latter case it shall take effect from such attainment of seniority or completion of service in the particular rank.

TABLES OF RELATIVE RANK (OFFICERS)

Army	Navy	Air Force
Field-Marshal.....	Admiral of the Fleet.....	Marshal of the Air.
General.....	Admiral.....	Air Chief Marshal.
Lieutenant-General.....	Vice-Admiral.....	Air Marshal.
Major-General.....	Rear-Admiral.....	Air Vice-Marshal.
Colonel Commandant.....	Commodore (1st and 2nd Class).....	Air Commodore.
Colonel on the Staff.....	{ Captain (3 years seniority)..... }	Group Captain.
Colonel.....	{ Captain (under 3 years seniority)..... }	Wing Commander.
Lieutenant-Colonel.....	Commander (but junior of the Army Rank).....	Squadron Leader.
Major.....	Lieutenant Commander.....	Flying Officer or Observer Officer.
Captain.....	Lieutenant.....	
Lieutenant.....	Sub-Lieutenant.....	
	{ Chief Gunner..... }	
	{ " Boatswain..... }	
	{ " Carpenter..... }	
	{ " Artificer Engineer..... }	
	{ " Schoolmaster..... }	
Second-Lieutenant.....		Pilot Officer.

WARRANT OFFICERS, PETTY OFFICERS, NON-COMMISSIONED OFFICERS,
RATINGS AND MEN

Corresponding Ranks

Air Force	Navy	Army
No equivalent.....	Gunner..... Royal Marine Gunner..... Boatwain..... Signal Boatwain..... Warrant Telegraphist..... Chief Master of Arms..... Warrant Shipwright..... Artificer Engineer..... Warrant Mechanician..... Warrant Armourer..... Warrant Electrician..... Head Schoolmaster..... Warrant Wardmaster..... Warrant Writer..... Warrant Victualling Officer..... Instructors in Cookery..... Midshipman..... Paymaster Midshipman..... No equivalent.....	Warrant Officer, Class I. (a) Conductor R.A.O.C. Master Gunner, 1st Class. 1st Class Schoolmaster. Staff Sergeant-Major, 1st Class.
No equivalent.....	} but junior of } these Army } Ranks. Battalion Chief Petty Officer (R. N. Division only).	(b) Master Gunner, 2nd Class. Garrison Sergeant-Major. All other Warrant Officers, Class I.
Sergeant Major, 1st Class.....		

Air Force	Navy	Army
Sergeant Major, 2nd Class.....	No equivalent.....	Warrant Officers, Class II. Master Gunner, 3rd Class. 3rd Class Schoolmaster. Quartermaster Corporal-Major (Household Cavalry) or Quarter- master-Sergeant. Squadron Corporal-Major (House- hold Cavalry) or Squadron, Battery, Troop, Company Sergeant-Major.
Flight Sergeant.....	Chief Petty Officer.....	Colour-Sergeant. Staff-Sergeant.
Sergeant.....	Petty Officer.....	Sergeant.
No equivalent.....	Leading Seaman, Higher Grade (R.N. Division only).	Lance-Sergeant.
Corporal.....	Leading Seaman, but junior to these Army Ranks	Corporal. Bombardier. 2nd Corporal.
No equivalent.....	Able Seaman, Higher Grade (R.N. Division only).	Lance-Corporal. Lance-Bombardier.
Leading Aircraftman, 1st Class..... Aircraftman, 2nd Class.....	Able Seaman..... Ordinary Seaman.....	Trooper. Gunner. Private, etc.
Boy.....	Boy.....	Boy.

Precedence

1768. The Royal Canadian Air Force shall take precedence after the Navy and the Army.

A Unit of the Permanent Force shall always take precedence of a Unit of the same arm not forming a portion of the Permanent Force.

1769. An Officer of the Consular Service will rank with an officer of the Air Force as follows:—

Agent and Consul-General, and Commissioner and Consul-General—with, but after, Air Vice-Marshal.

Consul-General—with, but after, Air Vice-Marshal.

Consul—with, but after, Group Captain.

Vice-Consul—with, but after, Squadron Leader.

Consular Agent—with, but after, Flight Lieutenant.

1770. (1) When personnel of the respective Services of the Defence Forces take part as units in a joint parade or ceremony, the following precedence will be observed:—

(a) Units of the Royal Canadian Navy.

(b) Units of the Canadian Militia.

(c) Units of the Royal Canadian Air Force.

(2) When taking part in a joint ceremony, but not as units, officers of the three services will be grouped together and will take precedence *inter se* in accordance with their ranks and seniority, with the following exception:—

The senior naval officer, the senior military officer and the senior air force officer will take up position together, jointly taking precedence over all other naval, military and air force officers but ranking *inter se* according to their individual rank and seniority.

(3) Any modification to the above, which may be necessary in regard to the opening or closing of the Dominion Parliament, will be laid down by National Defence Headquarters as the occasion requires.

1771-1777.

SECTION 2.—REWARDS, HONOURS AND SALUTES**General Instructions**

1778. Whenever any member of the Royal Family passes along the front of a camp to inspect it, the Air Forces are to turn out and fall-in in front of the tents, but not under arms.

1779. Governors of Colonies who are also general officers are entitled in every respect to the honours due to their military rank as well as to their civil office.

1780. Officers temporarily acting in any higher command are entitled, during their tenure, to all the honours and salutes appertaining to such command.

1781. Officers acting in any civil office are entitled during their tenure to all the honours and salutes appertaining to such office.

1782. The compliments directed in these Regulations are to be paid to officers in the service of any Power in alliance with His Majesty according to their respective ranks.

1783. Officers or airmen passing troops with uncased colours will salute the colours and the O.C. (if senior).

1783A. Each year, on the morning of Remembrance Day, 11th November, at 11 00 hours, all officers and airmen will stand at attention for two minutes and all guards will turn out and present arms.

1784. Officers, airmen and colours passing a military funeral, will salute the body.

1785. Armed parties in paying compliments on the march will be called to attention and the command "Eyes right (or left)" will be given.

1786. When in command of an unarmed party, an O.C. will return the salute with the right hand as he gives the command "Eyes right (or left)" Cadets, Warrant Officers and N.C.O's. in command of parties will conform to the rules laid down for officers.

1787. All officers will salute their seniors before addressing them on duty or parade; when in uniform they will salute with the right hand, in the manner prescribed for airmen. Officers are to return the salutes of junior officers and of airmen. A salute made to two or more officers will be returned by the senior only.

1787A. When not on duty or parade but in uniform officers under the rank of field officers will salute all officers of field rank and upwards. Field officers and General Officers will salute their superiors in rank.

1788.

1789. Officers will salute those officers of the Royal Navy and Army when in uniform who would be saluted by individuals of corresponding ranks in their own service.

1790. Officers and airmen boarding any of His Majesty's Ships or a foreign man-of-war will salute the quarterdeck.

1791. (1) Warrant officers, N.C.O's and aircraftmen will salute all commissioned officers, of His Majesty's Forces, whom they know to be such, whether in uniform or not. They will similarly salute such Warrant Officers of the Royal Navy as have rank corresponding to that of commissioned officers in the army.

(2) N.C.O's and Airmen will address Warrant Officers in the same manner as they do officers, but will not salute them.

(3) Should an N.C.O. or airman be standing about, and an officer pass him, he is to face the officer and salute; if sitting when an officer approaches he is to rise, stand at attention, and salute. If two or more N.C.O's or aircraftmen are sitting or standing about the senior N.C.O. or aircraftman will call the whole to attention, and he alone will salute.

1792. (1) In a civil court an officer or airman will remove his head-dress while the judge or magistrate is present, except when the officer or airman is on duty under arms with an escort inside the court.

(2) When an N.C.O. or airman is brought before an officer on any charge, head-dress will be removed.

1793. (1) To salute to the front:—

Bring the right hand smartly, with a circular motion to the head, fingers and thumb fully extended and close together, palm to the front, point of the fore-finger in line with and to right of the right eye, wrist straight, elbow in line with and square with the right shoulder. After a pause equal to two paces in quick time, cut away the arm smartly to the side.

Saluting to the side is carried out as above, except that the head and eyes will be turned in the direction in which the salute is given. All ranks are invariably to salute with the right hand, except when physically incapacitated from doing so, in which case they will salute with the left hand.

When returning a salute, officers must acknowledge it with the prescribed salute. If two or more officers are saluted the senior will normally return the salute. Should however this officer not perceive the salute it is the duty of the next senior who observes it to return it.

(2) When an airman passes an officer, he will salute on the third pace before reaching him and cut away the hand on the third pace after passing him; if carrying a cane, he will place it smartly under the disengaged arm, cutting away the hand before saluting.

(3) An airman, if sitting when an officer approaches, will stand at attention facing the officer, and salute. If two or more airmen are sitting or standing about, the senior N.C.O. or airman will face the officer, call the whole to attention and alone will salute.

(4) When an airman addresses an officer, he will halt two paces from him and salute; he will also salute before withdrawing.

(5) An airman, when not wearing a cap, or when carrying anything other than his rifle, will, if standing still, come to attention as an officer passes, if walking, he will turn his head smartly towards the officer in passing him.

(6) When driving a horsed vehicle, an airman will bring his whip to a perpendicular position, with the right hand resting on the thigh, and turn his head smartly towards an officer when passing him.

(7) An airman riding on a vehicle will turn his head smartly towards an officer when passing him.

(8) A cadet is to comply with the above.

(9) Airmen in a group, when passing or overtaking an officer, unless being marched in a party, will all salute.

(10) So long as there is sufficient light, by day or night, to allow of an airman recognizing an officer, he will invariably salute.

Presentation at a Foreign Court

1794. An officer who wishes to be presented at a foreign court will make an application to His Majesty's representative at that Court.

1795. A guard of honour, as a general rule, of 100 rank and file, with a Flight Lieutenant in command, two junior officers, a proportion of sergeants, will attend:—

(i) Upon the King and other Royal personages; and upon Presidents of Republican States.

(ii) At State ceremonials.

Similar guards of honour will attend upon governors and lieutenant-governors administering the government of His Majesty's possessions on such occasions as are customary within their governments. (Guards of honour will not be detailed when the governors and lieutenant-governors are returning after leave of absence, the duration of which has not exceeded three months, nor when they are merely arriving at, or departing from, one or other of the ports within their government; nor on merely changing their residence.)

(iii) Whenever a guard of honour is provided by the Royal Canadian Air Force, the senior Royal Canadian Air Force Officer of the station will be the officer responsible for accompanying the distinguished guest on the inspection of the guard.

1796.

Guards and Sentries

1797. Guards, including guards of honour, mounted over the person of the King and members of the Royal Family, will pay no compliments except to the King and members of the Royal Family; and guards, including guards of honour, mounted over viceroys and governors within their respective governments will pay no compliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with sloped arms.

1798. Guards are at all times between Reveille and Retreat to turn out and pay the proper compliments to general officers in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

1799. An officer who is not in uniform is not entitled to the compliment of a guard turning out, except members of the Royal Family, the Lord-lieutenant of Ireland, and governors or lieutenant-governors within the precincts of their governments.

1800. To C.O.—irrespective of their Air Force rank—their guards are to turn out and present arms, once a day.

1801. When a general officer in uniform or a person entitled to a salute, passes in the rear of a guard, the commander is to cause his guard to fall in and stand with sloped arms, facing the front. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the senior commander.

1802. Guards are to turn out at all times when armed parties of any branch of His Majesty's Forces approach their posts. They will not pay compliments between the sounding of "Retreat" and "Reveille." They will not turn out to unarmed parties.

1803.

1804. All guards and sentries are to pay the same compliments to commissioned officers of His Majesty's

Forces—when in uniform—as are directed to be paid to officers of the regular Air Force. Guards and sentries will pay compliments to commissioned officers of the departments of the Air Force according to their ranks or corresponding ranks, as the case may be.

1805.

1806. (1) The Royal Standard, being the personal flag of the Sovereign, is to be hoisted at the masthead on official buildings, or in R.C.A.F. enclosures, only when His Majesty is personally present in the building, or in R.C.A.F. buildings or enclosures in the immediate vicinity, and is to be lowered at the moment of departure. Air or other officers commanding are to have the Royal Standard in readiness for the purpose. The Royal Standard is not to be used at any time for purposes of decoration, and is only to be flown at the times and places mentioned above.

(2) In the absence of the Sovereign, when the Queen, Queen Mary, the Duke of Gloucester, the Duke of Kent, the Princess Royal or the Duke of Connaught are present in such building, etc., their personal standards are to be hoisted in the same circumstances as in sub-para. (1).

1807. The Royal Standard, on all occasions relating to para. 1806 is to be hoisted furled, and broken as His Majesty enters.

1808. Where two flags are issued, the smaller is to be used in inclement weather.

1809. The Governor General's Flag, being the personal standard of His Excellency the Governor General, is to be flown day and night on any residence occupied by His Excellency the Governor General.

1810. The Governor General's Flag is to be hoisted at the masthead on public buildings, forts, in enclosures or on parade grounds and is to be flown in marine craft and ships only when His Excellency is personally present in the buildings, forts, enclosures or on parade, or in marine craft or ships and is to be lowered at the moment of departure.

1811. The R.C.A.F. Ensign is to be hoisted daily at R.C.A.F. Headquarters and R.C.A.F. Stations. If, however, the station is on a care and maintenance basis, the Ensign is not to be flown.

1812. When the R.C.A.F. Ensign is flown other than from vessels, it is to be hoisted at the peak at the hour of the first convenient morning parade, which will vary in different places and at different seasons of the year. It is to be hauled down at sunset.

1813. Where a unit of another service is stationed at the same camp as an R.C.A.F. unit, the Union Jack may be flown by the other unit concerned, but neither the Union Jack nor the White Ensign are to be flown on R.C.A.F. boats and vessels or at R.C.A.F. Stations on shore.

1814. At the hoisting and hauling down of the R.C.A.F. Ensign, the guard is to turn out. The following ceremonial is then to be carried out:

- (a) Hoisting of Ensign: "Attention" is to be sounded; the Ensign hoisted; the "General Salute" sounded, and the guard is to "Present Arms."
- (b) Hauling down of Ensign: "Attention" is to be sounded; the Ensign hauled down; the guard and sentries whose posts are within hearing of the trumpet calls are to "Present Arms"; "Retreat" is to be sounded.
- (c) When "Attention" is sounded, all officers and airmen within hearing are to stand at attention, face the flag-staff and salute whilst the Ensign is being hoisted or hauled down.

1815. The R.C.A.F. Ensign is to be half masted on the instructions of Air Force Headquarters or Headquarters Air Commands only. When the Ensign is ordered to be half masted, it is to be hoisted close up in the morning and immediately lowered to half mast. At sunset the Ensign is to be hoisted close up before being hauled down.

1816. The R.C.A.F. Ensign is not to be flown by flying boats except when at moorings in foreign waters. When flown, it is to be flown from the most suitable position, according to the type of flying boat concerned.

1817. R.C.A.F. marine craft are to fly the R.C.A.F. Ensign (from an Ensign staff in the stern) on the following occasions:

- (a) In foreign waters.
- (b) In British waters.
 - (i) When outside territorial waters (day only).
 - (ii) When proceeding on extended coastal cruises, though not outside territorial waters (day only).
 - (iii) When H.M. ships are dressed (day only).
 - (iv) When going alongside a foreign warship or aircraft (day and night).
 - (v) When flying in the bows one of the special flags referred to in Appendix IX (day only).

1818. The distinguishing flag of the Commanding Officer is to be flown at the masthead whenever the Ensign is hoisted at the peak except on those occasions when the Royal Standard or the personal Standard of a member of the Royal Family takes its place under the same circumstances as in paras. 1806 and 1807. At stations where more than one unit is located the flag of the senior Air Force Officer is to be flown at the masthead.

1819. When R.C.A.F. marine craft are conveying Air Officers or Officers in Command on ceremonial occasions, the distinguishing flags are to be flown in the bows. They are not to be flown on such craft at any other time.

1820-1828.

1829. (1) The rules for paying compliments to Royal personages and officers of different ranks in boats are laid down in the following table. When officers of corresponding rank pass one another, the officers in charge of the boats are to salute mutually.

(2) Laden boats or those towing or in tow are not included in the rules given in Clause (1). The officer or coxswain only is to salute.

(3) Coxswains of boats, when an officer is in charge, are not to salute.

(4) Boat-keepers are to stand up and salute officers who pass their boats, unless the boat's awning is spread, when they are to sit up smartly and salute.

(5) When an officer of air rank is saluted with guns he is to, on the first gun being fired, if in a power driven boat, have the engines stopped, or, if in a pulling boat, give the order "lay on oars," and, on the last gun being fired, turn towards the ship and salute.

(6) When passing a funeral party afloat with the body, oars are to be tossed by double banked boats, and corresponding marks of respect are to be paid by pulling boats, and power driven boats.

COMPLIMENTS TO ROYAL PERSONAGES AND BETWEEN OFFICERS OF DIFFERENT RANKS IN BOATS¹

Rank of Officer in boat	Officer being saluted	When passing			Meeting at landing-place		
		Under oars	Under sail	Under power	Single banked boat	Double banked boat*	Power-driven boat
1. All officers, if there is no officer in the boat.	Royal or Imperial personages.	Toss oars.* Officer or coxswain salutes.	Let fly sheet. Officer or coxswain salutes.	Stop engines.† Officer or coxswain salutes.	Crew to attention.‡ Officer or coxswain salutes.	Crew stand up. Officer or coxswain salutes.	Crew stand at attention.§ Officer or coxswain salutes.
2. All officers of a rank junior to the officer being saluted. Coxswain, if there is no officer in the boat.	A.O.C.; C-in-C; G.O.C.; air, flag or general officers with flag flying.	do	do	do	do	do	do
3. do	Air, flag or general officers (otherwise than in 2). Other officers above the rank of squadron leader, lieutenant-commander or major.	Lay on oars. Officer or coxswain salutes.	do	Ease engines. Officer or coxswain salutes.	do	Crew to attention.‡ Officer or coxswain salutes.	do
4. do	Officers of the rank of squadron leader, lieutenant-commander or major.	Officer or coxswain salutes			do	do	do
5. do	All officers junior to squadron leader, lieutenant-commander or major.	Officer or coxswain salutes			Officer or coxswain salutes		

* In boats fitted with crutches, oars will never be tossed, but the salutes given by laying on oars.

† "Stop engines" will be interpreted as "Throttles closed—gear in neutral."

‡ "Crew to attention" means sitting square on thwart facing aft. The order "Boats Crew," will be used for this purpose.

§ When crew stand up they are to face in the direction of the officers they are saluting. Crews of dinghies will not stand up but will sit up smartly and salute.

SECTION 3.—AIR FORCE FUNERALS

1830. An Air Force funeral will be accorded to:

- (a) an officer or airman buried at, or near the station at which he is serving at the time of his death;
- (b) an officer or airman who dies away from his station, or whose relatives desire that he shall be buried in a particular locality away from his station, provided that a Royal Canadian Air Force unit stationed in the vicinity can supply trailer and personnel by its own transport, and that additional expense to the cost of petrol is not incurred. (In certain cases military units may be in a position to assist, with the approval of the District Officer Commanding); or
- (c) an officer or airman, in exceptional circumstances, who is buried at a distance from a Royal Canadian Air Force unit and where additional expense in conveyance of personnel is involved. In such cases, sanction must be obtained from the Minister.

1831. An officer is entitled to burial with air force honours subject to the above conditions, provided that he was on the active list at the time of his decease; an airman is so entitled if up to the time of his death he had been in receipt of pay from air force funds. Exceptions will only be made with the approval of the Minister, but, if approved, air force honours may be accorded to an officer or airman whose death was directly attributable to wounds received in action, and also to retired officers of high rank.

1831A. Officers and airmen, who are not on service at the time of death, are not entitled to air force funerals, but, if circumstances permit, and no expense to the public is involved, facilities may be afforded for such funerals.

1831B. Firing parties will only be detailed for strictly air force funerals.

1832-1833.

1834. Funeral parties of officers and airmen will consist of the following, who will conform with the ceremonial laid down in the "Manual of Royal Air Force Drill and Ceremonial":—

- (a) The escort party:—In the event of sufficient personnel being available, the following escorts will march at the head of the procession:—

Funeral of	Escort
Air Chief Marshal.....	30 officers and 300 airmen.
Air Marshal.....	10 " 200 "
Air Vice-Marshal.....	5 " 100 "
Air Commodore.....	4 " 75 "
Group Captain.....	3 " 55 "
Wing Commander.....	2 " 50 "
Squadron Leader.....	1 officer and 45 "
Flight Lieutenant.....	1 " 40 "
Flying Officer.....	1 " 35 "
Observer Officer.....	1 " 35 "
Pilot Officer.....	1 " 30 "
Warrant Officer.....	1 warrant officer and 25 airmen.
Sergeant.....	1 sergeant and 20 airmen.
Other airmen.....	1 " 10 "

The Department of National Defence will be informed of the arrangements for the burial of an officer above the rank of air commodore, in order that the appropriate salute of guns may be accorded by either the Royal Canadian Navy or Militia, if it is so desired.

- (b) The firing party consisting of one sergeant, one corporal and ten aircraftmen, who will be drawn up two deep facing the building where the body is placed. The party will be under command of the sergeant, and will be armed, and carry three cartridges S.A. .303 blank. The duties are to be rehearsed whenever opportunity permits.
- (c) The bearer party, consisting of six airmen and a reserve of four airmen, who will see that the union jack and the head dress are properly secured on the coffin.
- (d) The supporting party:—The pall is to be accompanied by six officers or six airmen, of the same rank as that held by the deceased, but if sufficient officers or airmen of that rank cannot be obtained, those next in seniority are to supply their place. At an officer's funeral, the supporting party will march at the sides of the pall. At an airman's funeral, the bearer party will form the supporting party when the coffin is not being borne.

(e) The attending party, which will consist of as many officers and airmen of the unit as may be desirous of attending and can be spared from their duties.

(f) Band, if available.

1835. A senior commander may attend or depute an officer under his command to represent him at the funeral of an officer of the command killed on flying duties. The officer deputed, should, whenever possible, be selected from the unit most accessible to the place at which the funeral is held.

1836-1837.

1838. In addition to the firing parties, the funeral of an officer will be attended by the officers, that of a warrant officer by the warrant officers, that of a sergeant by the sergeants, and that of a corporal by the corporals, of the unit to which the deceased belonged or was attached. The funeral of a N.C.O. or airman will be attended by the squadron, etc., (officers included) to which he belonged or was attached.

1839-1840.

Chapter XXIV

OFFICE WORK, CORRESPONDENCE, DOCUMENTS, RETURNS, BOOKS, RECORDS AND STATIONERY

SECTION 1.—OFFICE WORK AND CORRESPONDENCE

General Instructions

1841. An officer will only in exceptional circumstances refer to superior authority matters which he has power to decide himself. Officers will deal promptly with correspondence, and will suppress any tendency to unnecessary correspondence.

1842. An officer is responsible for the correctness of documents submitted to him. In transmitting correspondence to higher authority, he is to record his opinion or recommendation thereon, adding such observations, based on local knowledge, as may enable a final decision to be arrived at.

1843. Correspondence will usually be dealt with as indicated below:—

- (i) Important matters, requiring the individual opinion of every officer comprised in the chain of command, must be passed through the hands of all such officers to District Officers Commanding, and, if necessary, to Defence Headquarters.
- (ii) Other matters, which do not require the individual opinion of each officer in the chain of command, may be transmitted direct to the authority who has power to dispose of the case, copies of precis of the correspondence being sent to any officer in the chain of command whom it is considered desirable to keep informed on the subject but through whose office the correspondence has not actually passed.
- (iii) Routine matters, on which it is not necessary for the intermediate officers to be informed, and regarding which direct communication is authorized, will be so dealt with.

As no rules can be laid down classifying subjects as in (i), (ii), or (iii) the responsibility of deciding the course to be adopted will rest with the officer originating the correspondence.

It may happen that correspondence may pass from one of the above categories to another. In such cases the office i/c the papers when change occurs will be responsible that they are passed through the proper channel.

1843A. All official letters and parcels received in Air Force offices will be opened by an officer.

1844. Official letters are to be written on official paper with quarter margin. Memoranda may be written on half foolscap size, and both are to be headed thus:—

Station..... Date.....

Each subject must be treated in a separate letter, and is to be briefly indicated in the upper left-hand corner of the letter thus:—Discipline, Equipment, Transport, etc. Paras. are to be numbered and enclosures described in the margin, or in a separate schedule. Unnecessary enclosures are to be avoided, and blank leaves removed. The rank and unit or appointment of officers are to be added after their signatures. Signatures are to be in manuscript and not stamped with the sole exception that signatures to entries of the date of mobilization and of the posting on mobilization in the attestations of reservists may be made with stamps issued for that purpose. When a communication has reference to previous correspondence, the registered numbers, and dates, of the former letters, are to be quoted.

1845. Unless instructions are given to the contrary, replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow where the original ends, and the person who affixes it will mark the original No. 1, and his minute No. 2. Each succeeding minute is immediately to follow that which by date precedes it, and will be numbered in sequence. A fresh half-sheet is to be added, when required. If the back of the paper is used, the margin is to be on the right-hand side of the paper, so that it will correspond with the margin on the front of the page. Attached documents and enclosures

will be added at the end of the file in the order in which reference is made to them, and, each should be distinguished by the number of the minute, with the addition of A.B.C., etc., to denote the first, second, third, etc., enclosure.

Correspondence addressed to civilians will be treated in the manner customary in civil life, and replies will not be sent in minute form.

1846. Correspondence, returns, etc., for Defence Headquarters is to be addressed to the Secretary, Department of National Defence, Ottawa, and not to any individual by name.

Local correspondence will not ordinarily be forwarded if the matter cannot be clearly elucidated in the letter, a precis of the local correspondence, bringing out the salient points, will usually suffice. Replies to Defence Headquarters letters will bear, in addition, any further address indicated in those letters. Replies to Defence Headquarters letters must quote the Defence Headquarters registered number. All envelopes containing periodical returns are to be inscribed "Returns" in the left-hand upper corner.

1847. When documents (other than periodical returns or statements), plans, or other articles are forwarded to Defence Headquarters in a separate parcel, they will be accompanied by a memorandum identifying them with the letter to which they refer.

1848.

1849. The address on the envelope of every letter sent on official business through the post should contain a precise indication of the place where delivery is desired, and, where this cannot be given abbreviations which are not likely to be understood by the Post Office officials should be avoided.

1850. In direct correspondence between Air Officer, between C.O's and between heads of Departments, letters are to be signed by these superior officers themselves. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed, the general rule

being that official correspondence will be conducted between equals in rank and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter.

1851-1853.

1854. An application from an officer is to be submitted to the C.O. through the Adjutant. An application from an N.C.O. or airman is to be made to his squadron, etc., commander, who, if necessary, will lay it before the C.O. of the unit.

1855. Copies of all Defence Headquarters circular letters in force will be kept in a file, which will be communicated to all incoming units on their arrival in a command.

1856. With a view to economy telegrams are to be expressed as concisely as is consistent with clearness, particular care being taken to omit every superfluous word. When a letter will answer the purpose, a telegram is not to be sent.

Copies of all ordinary telegrams received from or forwarded to Defence Headquarters should be sent to the Deputy Minister, Department of National Defence without a covering letter.

The cost of telegrams is not chargeable to the public unless the subject of the message relates strictly to the Air Service. Messages of congratulation or condolence are chargeable to the senders.

The following instructions are to be observed, viz.:—

- (a) Telegrams sent by, or at request of, officers applying for leave, supersession, exchange, or on other points entailing a modification of the rules of the service for their own convenience will be charged to such officers.
- (b) Telegrams addressed to Defence Headquarters or to other headquarters are not to be repeated to other departments of Government nor to individuals. It is to be understood that the information contained in such telegrams will be communicated to all concerned by the proper department.

- (c) The form on which telegraphic messages are delivered shows the date and place of despatch, consequently the description of the unit or sender only is necessary to show the origin of the message.

SECTION 2.—DOCUMENTS AND MAPS MARKED SECRET, CONFIDENTIAL OR FOR OFFICE USE ONLY

Classification of Documents

1857. (1) Documents are classified under two heads, as follows:—

- (a) *Publications*: which include books, codes, cyphers, pamphlets, proceedings, records, reports, maps, charts, plans and diagrams.
- (b) *Correspondence*: which includes letters and explanatory attachments to letters. Maps, charts, plans or diagrams, when used solely as explanatory attachments to letters, are classified as correspondence.
- (2) (a) Documents which require special protection will come under one of the following three categories: Secret, Security, Confidential.
- (b) The secret category will be a single unqualified class, not subject to any further subdivision and will be restricted to documents containing information of the following descriptions:—
 - (i) Information as regards preparation for war, plans, intelligence, disposition and movements which cannot reasonably be deduced from information generally available.
 - (ii) Information on technical research and progress.
 - (iii) Cyphers and codes.
- (c) The security category will be used for War Office or Canadian Militia documents which, for purposes of personal study or professional training, must be circulated and which at the same time should be safeguarded.
- (d) The confidential category will be used for documents the circulation of which should be restricted for administrative reasons.

- (e) A confidential document issued by the Admiralty or Royal Canadian Navy, marked "Not to be communicated to officers below the position of C.O. of His Majesty's Ships" is to be treated as "Secret" if issued to officers of the Air Force, and must be so endorsed on receipt.
- (f) The category "For Official Use Only" is to be used for R.A.F. Publications only. Documents other than R.A.F. issued for service information which, as a matter of general principle should not be given to the public, will be marked "Not to be Published."
- (g) Air Force secret or confidential publications will normally be assigned a reference number prefixed by the letters "S.D." (secret document) or "C.D." (confidential document) and in addition each copy will be numbered consecutively. Publications issued periodically will be distinguished by the addition of the year after the serial number (e.g., S.D.109/1934 (3), will denote the third issue of S.D. 109 for the year 1934).

Air Distributing Authorities

1858. (1) Air Distributing Authorities comprise the Air or other Officers Commanding Air Commands, and the Commanding Officers of Air Force Stations and Units administered direct, who are responsible for secret, security or confidential documents.

(2) The Officer responsible for the receipt, custody and distribution of secret, security or confidential documents at Air Force Headquarters is also an Air Distributing Authority.

(3) Air Distributing Authorities will be responsible for:—

- (a) The safe custody of all secret, security or confidential documents while in their care.
- (b) The distribution of such documents to persons authorized by competent authority to receive or have access to the same.
- (c) The keeping of a proper record of the receipt, distribution and destruction of all such documents.

(d) The strict observance of any special orders and instructions with respect to such documents and that, where necessary, such orders and instructions are brought to the notice of persons issued with or authorized to have access to the said documents.

(4) Air Distributing Authorities may detail officers who, under their supervision will be responsible that the instructions contained in para. 1858 (3) are complied with.

Transmission of Documents Requiring Special Protection

1859. (1) Secret, security or confidential documents for transmission by post, or otherwise, outside the office in which they are held will be enclosed in two sealed envelopes or wrappers of which the inner cover only be marked "Secret," "Security," or "Confidential" to suit the category of the contents. In the case of secret documents, the inner envelope will be wax-sealed, while in the case of a confidential report on an officer the inner envelope will be so marked as to indicate its contents. The outer envelope will be superscribed with the address only.

(2) In the absence of instructions indicating any other method of transmission, all secret documents, except codes and cyphers, and secret or confidential signal books (see sub-para. (4) below), will be sent by registered post. They will never be sent by ordinary post. Security or confidential documents will be similarly dealt with whenever it is considered that the circumstances demand special methods.

(3) Secret, security or confidential documents for despatch abroad should be sent by Canadian or British packet.

(4) The delivery of secret codes and cyphers, and of secret or confidential signal books, will always be undertaken by an officer personally; in no circumstances will they be despatched by post.

(5) All envelopes marked "SECRET," "SECURITY," or "CONFIDENTIAL" will be opened by an officer only.

(6) Receipt of all such documents will be acknowledged at once.

Letters or forms of acknowledging receipt of protected documents may be transmitted by ordinary post, provided the document acknowledged is referred to by number only.

Accounting

1860. (1) All secret, security or confidential documents will be taken on charge in a register. A receipt will invariably be obtained for all such documents issued for retention or on loan; each issue being accompanied by a receipt form in duplicate. The original copy of the receipt form, if found correct, will be retained by the receiving officer and used as a supporting voucher to the register entry and the duplicate copy will be signed by him and returned immediately to the Air Distributing Authority or other officer who made the issue.

(2) When a receipt for a secret, security or confidential document is not received within a reasonable period, steps will be taken by the sender to ascertain whether or not the document has been received.

(3) Air Distributing Authorities will retain the duplicate copies of receipt forms to verify any distribution made and, in the case of publications, will furnish to the Air Distributing Authority at Air Force Headquarters a list showing the units to which publications have been distributed, immediately after the distribution has been effected.

(4) When an Air Distributing Authority transfers secret or confidential publications on his charge to another Air Distributing Authority, as when units are transferred from one Air Command to another, he is to forward a voucher of the Publications to the Air Distributing Authority who is taking the Publications on his charge. Certificates are to be rendered to the Air Distributing Authority at Air Force Headquarters stating that the transaction has been completed and that the necessary entries have been made in the registers by both the Air Distributing Authorities concerned.

Custody of Documents

1861. (1) The officer to whom a secret, security or confidential document is entrusted is personally responsible for its safe custody. He will ensure that its contents are

disclosed only to those who in his discretion are required by the nature of their duties to be aware of it. He will not study it in the presence of persons not entitled to see it and will not leave it exposed during his absence.

(2) Secret documents of far-reaching importance, such as cypher books, signal publications, mobilization plans, defence schemes, strategic appreciations and secret intelligence papers will always be kept in steel safes when not in actual use. Safes must be effectively protected.

(3) Secret, security or confidential publications will not be copied, except by permission of the initiating authority. The publication of official documents of information, or their use in personal controversy, or for any private purpose without due sanction from superior Air Force Authority is an offence under The Official Secrets Act, Chapter 49 of the Statutes of Canada, 1939.

(4) No secret, security, or confidential document will be taken outside the jurisdiction of the Air Distributing Authority concerned without that officer's permission.

(5) Documents classed as secret, security or confidential will not be referred to in any document which is not itself marked "Secret," "Security" or "Confidential," to suit the class required.

Loan of Documents

1862. Secret, security or confidential documents other than cyphers and codes, may be loaned by Air Distributing Authorities within the discretionary powers referred to in para. 1861 (1) K.R. & O. for the Royal Canadian Air Force. Such loans will be made only for definite periods of not more than three months but may be renewed from time to time, as may be necessary. Before the loan is made, the officer responsible for making the issue will satisfy himself by due inquiry that the borrower has means for adequately safeguarding the document. A person to whom a document has been loaned will be held personally responsible for its safe custody until it has been returned. An officer or airman will not take away from the unit in which he is serving, any copy or copies of a secret, security or confidential document which may have been issued for the service of the unit and which he may have in his possession on temporary issue.

Mustering of Documents

1863. To reduce the risk of loss and to bring any deficiency quickly to light, all secret, security and confidential publications on register charge are to be mustered quarterly on the 1st February, May, August and November, by their holders to verify that all such publications are still in possession and all amendments have been incorporated. On completion of the check a muster certificate attached to a schedule of the publications concerned is to be made out in quadruplicate. One copy is to be retained at the unit (holder) and three forwarded to the Command Headquarters concerned where one copy is to be retained and the remainder forwarded to Air Force Headquarters.

Annual Return

1863A. Air Distributing Authorities will forward through the indicated channels to the Air Distributing Authority at Air Force Headquarters annually on the 1st of November a list of all secret, security or confidential Air Force publications (excluding cyphers) on register charge, including those on loan, together with a certificate stating that the publications have been duly checked, accounted for and amended.

Amendments

1863B. A record will be made in secret, security or confidential publications of all amendments embodied therein, and where no printed "record sheet" is provided for that purpose the entry will be made in manuscript inside the front cover of the publications.

Documents Lost or Missing

1863C. When any deficiency in secret, security or confidential documents is discovered, a detailed written report will immediately be made to the Air Distributing Authority concerned, who will notify the Air Distributing Authority at Air Force Headquarters, convene a court of inquiry or take such other action as the case may demand.

Destruction of Superseded or Obsolete Documents

1863D. When copies of secret, security or confidential documents are ordered to be destroyed, they will be destroyed by fire in the presence of two officers, one of whom will usually be the officer for the time being in immediate charge of such documents. A certificate of destruction, which will always show the authority for destruction, will be prepared in triplicate. This certificate will be signed by the officers in whose presence the documents were destroyed, and given to the Distributing Authority concerned. Two copies will be transmitted to Air Distributing Authority at Air Force Headquarters.

Handing Over on Transfer of Officers

1863E. On the supersession of an Air Distributing Authority or other officer responsible for secret, security or confidential documents, a list of publications on register charge will be prepared in duplicate. The list will be verified in the presence of the incoming and outgoing officers and will then be signed by both these officers. The original of the list will be filed at the Headquarters of the Air Command or Unit, and the duplicate will be forwarded to the Air Distributing Authority concerned for information and retention. The incoming officer will furnish the outgoing officer with a signed certificate to the effect that all publications have been checked against the register and document transit forms, and have been taken over as correct. The outgoing officer will on no account retain a list of publications held by the incoming officer.

Documents Marked "Not to be Published" How Dealt With

1864. (1) Documents marked "Not to be Published," or "For Official Use Only" issued from National Defence Headquarters for the public service, will be preserved and dealt with as public property.

(2) Information contained in a document marked "Not to be Published" or "For Official Use Only" will not be communicated to the press, nor to any person not holding an official position in His Majesty's Service.

(3) Publications marked "Not to be Published" or "For Official Use Only" may be deposited in officers' messes and station reference libraries when issued for that purpose.

SECTION 3.—REPORTS AND RETURNS

Casualties

1865-1871.

1871A. The reports and returns classified in Appendix III are to be furnished by the officer indicated therein. Single copies only are required, unless otherwise directed, and are to be sent to Defence Headquarters through the usual channels.

1871B. (1) On the death of an officer, a written report will be made to Defence Headquarters, through the proper channels, as follows:—

Status of deceased	By whom made
General or Staff Officers or officer doing extra unit duty.	General Officer under whom deceased was serving.
Unit or departmental officer.....	C.O.

In these reports (which are in addition to entries in returns), the date of decease and particulars thereof are to be noted.

(2) The death of a warrant officer will be reported in a separate letter to Defence Headquarters, through the proper channels, by his C.O.

(3) Immediately after the death of an airman, his immediate C.O. will make out a detailed report in duplicate. The original will be forwarded to Defence Headquarters through the proper channels by the O.C. the airman's unit, or the unit to which he was attached.

(4) When an airman dies as a result of an accident or of injuries received, a report of the circumstances will be forwarded to Defence Headquarters.

If an inquest is held, it will be so stated, and particulars furnished as to when, where, and by whom it is held, as well as the evidence given.

In other cases, a Court of Inquiry will be held under para. 674 (i) (a), and the proceedings will be forwarded to Defence Headquarters.

The report and proceedings of a Court of Inquiry will afterwards be attached to the deceased airman's Attestation Papers.

1872. The following rules deal with the use of telegrams in notifying illness or death, other than on active service. Such telegrams will be in addition to the written reports mentioned in para. 1871B, and arrangements for their despatch will be made by the authorities responsible for sending these reports.

(1) The dangerous illness of an officer, warrant officer or airman will be communicated by telegram or cable at the public expense to the next of kin wherever resident.

(2) The sudden or accidental death of an officer, warrant officer or airman will be notified by telegram direct to Defence Headquarters.

(3) All deaths will be notified by telegram or cable to the next of kin. The telegram or cable will give all necessary particulars in the case of an officer, and in the case of an airman, his regimental number, rank, name, place, date and cause of death, and the probable time and place of burial will be sent.

1872A. In all cases of death, whether a telegram or cable is sent or not, a letter written and signed by an officer will be sent to the next of kin, giving in addition to the particulars mentioned in para. 1872, all information as to duration of illness, and any other matters likely to be of interest; and directing when necessary, that application regarding effects of the deceased should be addressed to the Deputy Minister, Department of National Defence direct. Similarly a letter giving all available particulars will be sent under the order of the Commanding Officer to the next of kin whenever a report is received from the medical authorities that a patient under treatment is seriously ill, is certified to be insane, or (if under the age of 21 years) is about to be discharged medically unfit.

1872B. Should an unusual number of deaths or desertions occur, the Commanding Officer will transmit with the monthly return, a report stating the causes

thereof. Remedial and precautionary measures taken to check any particular malady, and the measures adopted for the apprehension of deserters, and for checking desertion.

1872C. A deserter is not to be struck off the strength until the declaration of the Court of Inquiry has been made and reported. Until such a time, he is to be returned as absent without leave, although he may have been reported as a deserter.

1873-1874.

1875. (1) When an officer or airman is reported to be missing in the course of his duties and cannot satisfactorily be accounted for, a court of inquiry will be assembled by his Commanding Officer as soon as practicable after the absence is reported. Such court will, in addition to any other terms of reference, be directed to collect all available evidence with regard to such absence and to make a report based on such evidence. The proceedings of the court of inquiry will be considered by the Chief of the Air Staff or by an officer designated by him and, depending upon the circumstances, acted upon as follows:—

- (a) If, from the evidence and report, there appears to be conclusive proof that the missing officer or airman is dead, a certificate of death may be issued forthwith.
- (b) If, from the evidence and report, there does not appear to be conclusive proof that the missing officer or airman is dead, no further action shall be taken for a period of six months following the date such officer or airman was reported missing, unless during such period further evidence is received which, in the opinion of the Chief of the Air Staff or other officer designated by him, provides conclusive proof of the death of such officer or airman, in which case a certificate of death may be issued forthwith.
- (c) If, at the expiration of the period of six months following the date such officer or airman was reported missing no certificate of death has yet been issued, the Chief of the Air Staff or officer designated by him, will make further inquiries from the next-of-kin and unit of such officer or airman, and from any

other likely sources. If, as the result of such inquiries, no information is received which would indicate that such officer or airman may be still alive, a certificate of death may be issued forthwith.

(2) All certificates of death will be signed by the Chief of the Air Staff or by an officer specifically designated by him for that purpose.

(3) The provisions of this paragraph shall apply only with respect to an officer or airman missing while serving on active service (a) in Canada, or (b) elsewhere than in Canada only upon a direction in writing by the Minister that such provisions should so apply.

1876.

1876A. The Air Force estates of deceased members of the Permanent Active Air Force and members of the Auxiliary Active Air Force on duty or undergoing instruction with the Permanent Active Air Force and of deserters, will be administered regimentally and in accordance with the Regimental Debts Act (Manual of Air Force Law).

1877. (1) Unless the appropriate Air Force authorities consider the disclosure of such information is in the best interests of the Service, address of serving, discharged or retired personnel are not to be divulged. Applicants should be informed that letters will be forwarded to an individual's last-known address, if addressed as follows:—

Officers: % Secretary, Department of National Defence
for Air, Ottawa.

Airmen: % Director of Airmen Personnel Services,
R.C.A.F., Ottawa.

(2) Inquiries regarding the health of personnel are to be replied to fully without delay by the responsible officer who is to give the best available information.

(3) Should an inquiry relate to deceased personnel, the date, place and cause of death may be given, but no information regarding birth, description, official number, history or next-of-kin is on any account to be supplied to the applicant.

1878-1880.

1880A. Officers, warrant officers and airmen, as designated in List of Air Force Books issued, etc., will be provided with the latest editions of the books mentioned therein, which they will be required to produce at inspections. These books will at first be supplied on requisition, at the public expense, and new editions will be issued when published. When an officer, warrant officer or airman ceases to belong to a unit of the Air Force, he will hand over the books in his possession to his Commanding Officer or, in the case of an Officer Commanding a unit, he will hand them over to his successor.

SECTION 4.—RECORDS

Air Force Books, etc., to be Kept by Record Offices and Units

1880B. The books to be kept by every record, office and unit are shown in the following tables.

The Officer i/c Records or the Commanding Officer of the unit is responsible that the books are properly kept, and he should examine them periodically, and see that they are correct and written up to date.

TABLE 1 (a)

PERMANENT ACTIVE AIR FORCE

NOTE.—This table is not intended to show the number of copies of each book to be kept by record offices and unit, which will depend upon the circumstances of the case.

List of Service Books	Record Office	Wing, Squadron, Depots, Parks	Seaplane or Airship Stations	Remarks
<i>Unit Books</i>				
(1) General Orders (file).....	1	1	1	To be kept by Unit Headquarters. Only in case of officers convicted by court-martial.
(2) Royal Canadian Air Force Orders (file).....	1	1	1	
(3) Unit Order Book, Part I.....	1	1	1	
(4) Unit Order Book, Part II.....	1	1	1	
(5) Record of Officers Services.....	1	1	1	
(6) Digest, Services of Unit.....	1	1	
(7) Attestations (portfolio).....	1	1	1	
(8) General Conduct Sheets (Officers).....	1	1	1	

List of Service Books	Record Office	Wing, Squadron, Depots, Parks	Seaplane or Airship Stations	Remarks
(11) General Conduct Sheets (men).....	1	1	1	
(12) Letter Book.....	1	1	1	
(13) Register of Postage.....	1	1	1	
(14) Copies of Returns (Guard Book).....	1	1	1	
(15) Register of Correspondence.....	1	1	1	
(16) Register of Recruits.....	1	1	1	
(17) Register of Deserters.....	1	1	1	
(18) Register of Certificates Issued.....				
(19) Roll of Entry, attached Officers, W.O's and Airmen.....				
(20) Officers' Duty Roster.....				
(21) Return of Clothing and Necessaries.....	1	1	1	
(22) Return of Public Clothing in possession of Squadrons, etc.....	1	1	1	
(23) Bedding Book.....		1	1	
(24) Equipment Register.....		1	1	
(25) Account of Rations.....		1	1	
(26) Copies of Reports of Board of Survey on Clothing, etc.....		1	1	
(27) M.T. Log Book (one for each vehicle).....		1	1	
(28) Aeroplane Log Book (one for each Aeroplane or Seaplane).....			1	
(29) Engine Log Book (one for each Engine).....			1	
(30) Airship Log Book.....		1	1	
(31) Cash Book and Ledger.....		1	1	
(32) Quarterly Indent for Clothing and Necessaries.....		1	1	

TABLE 1 (b)

Permanent Active Air Force

The following books will be kept by squadrons, etc.:

- (1) Squadron Roll Book.
- (2) Order Book.
- (3) Conduct Book.
- (4) Messing Book.
- (5) Cash Book and Ledger.
- (6) Personal Clothing Issues (file).
- (7) Quarterly Indents on Ordnance for Clothing, etc. (file).
- (8) Monthly Indents on Quartermaster for Clothing and Necessaries (file).

TABLE 2

Auxiliary Active Air Force

NOTE: The units of the Auxiliary Active Air Force will be given a free issue of Air Force books designated below. To ensure uniformity, these books will be obtained from Defence Headquarters on requisition.

Books	Reference No.	Remarks
<p style="text-align: center;">Unit Books</p> <p>(1) General Orders (file).....</p> <p>(2) Royal Canadian Air Force Orders (file).....</p> <p>(3) District Orders (file).....</p> <p>(4) Unit Order Book, Part I.....</p> <p>(5) Unit Order Book, Part II (file or Casualty Book).....</p> <p>(6) Unit Order Book, Part II (file or Casualty Book).....</p> <p>(7) Record of Officers' Services.....</p> <p>(8) Digest Services of Unit.....</p> <p>(9) Guard Book for Letters, copies of instruction, etc.....</p> <p>(10) Register of Correspondence.....</p> <p>(11) Officers' Duty Roster.....</p> <p>(12) Equipment Ledger (e).....</p> <p>(ii) Equipment Ledger (f).....</p> <p>(iii) Equipment Ledger (g).....</p> <p>(iv) Guard Book for copies of reports of Boards on Clothing, etc.</p>		<p>Circumstances affecting the service and pay of warrant officers and airmen will be entered in the unit Order Book, Part II, but the keeping of a Casualty Book showing the above is recommended.</p> <p>These two books may be combined, Part I being Record of Officers' Services and Part II, Digest Services of Unit.</p> <p>(e) In account with Defence Headquarters.</p> <p>(f) In account with O.C. Squadron.</p> <p>(g) In account with individuals, Unit staff.</p>

Books	Reference No.	Remarks
Squadron Books		
(1) General Orders Book.....	A supply will be kept by Unit and sheets, as required, will be obtained by O.C. Squadron.
(3) Royal Canadian Air Force Orders (file).....	
(4) Order Book.....	
(5) Conduct Sheets.....	
(6) Service Roll.....	
(7) Nominal Roll and Attendance.....	In account with Defence Headquarters. All units in account with individuals of units. To contain (i) Squadron Roll; (ii) Addresses; (iii) Record of attendance.
(8) Equipment Ledger.....	
(9) Equipment Ledger.....	
(10) Duty Roster.....	
(11) Squadron Pocket Book.....	

1881. The Mobilization Regulations contain instructions as to the disposal of Air Force books by a mobilized unit.

1882. A unit abroad, if ordered on active service, outside the command will take with it all its books; but only those books detailed in the Table of Books, Forms, etc., should be taken beyond the base of operations.

1883. (1) A copy of any record in a Service Book in order to be admissible under Section 163 (1) (h), Air Force Act, as evidence before either a civil court or a court-martial, must be certified to be a true copy by the officer having the custody of such book. It is not sufficient that such certificate should be signed by an officer *for* the officer having charge of such book.

(2) When, therefore, application is made to the Officer in charge of the Records of the unit for a certified copy of an entry in one of the Service Books in his possession for the purpose of production at court-martial, the purpose for which it is required must be stated in all cases.

(3) Upon receiving an application of this nature, the certified true copy will, in all cases, be signed by the officer in charge of the record himself or if he is absent on leave or for any other reason, it will be signed by the officer who is temporarily in charge in his capacity as officer in charge of the Records, and not *for* the latter.

1884. (1) An Officer Commanding a Royal Canadian Air Force Station, Formation or Unit, is to issue Standing Orders to his Command. These Standing Orders are to contain only orders which are continuously in force, and which are peculiar to the Station, Formation or Unit concerned.

(2) The headnote of Standing Orders so issued will read as follows:—"Published under para. 1884 King's Regulations and Orders for the Royal Canadian Air Force."

1885. All orders affecting airmen will be duly signed and posted in suitable places in quarters. Orders relating to the airmen's pay and accounts, or to any matter requiring special explanation, will be read over and explained to them immediately after such orders are received.

1886. All air force orders received from Defence Headquarters are to be kept in Guard Books. Each volume will contain orders, etc., for one year, and will be numbered and indexed.

1887. Copies of all official letters will be filed between millboards secured by straps and indexed. In offices in which typewriting machines are not used, press copies should be taken on copying foolscap. Two files should be maintained, one for letters to departments, and one for those to individuals. Copies of letters need not be kept beyond three years except in the case of those likely to be required for reference.

1888. A register of all letters received will be kept.

1889. Copies of all Returns are to be kept in a guard book in order of date. They may be destroyed after three years.

1890. The orders of a unit will be divided into two parts, as follows:—

Part I will deal with training, manoeuvres, parades, and matters which do not affect an airman's pay, service or documents; Part II with matters which affect an airman's pay, service or documents. Part II of orders will be framed in the identical words in which the entry is to be made in original and duplicate attestations. Every circumstance which affects an airman's service or pay, including service, proficiency or flying pay, will be published in Part II of orders immediately after its occurrence. When an airman becomes efficient and eligible to draw service, proficiency or flying pay, Class 1 or 2, the fact will be published in Part II.

Copies of Part II of orders (or a notification that none has been issued) will be sent daily to the Record Officer, who will retain them for reference. Copies of Part II of orders will also be sent daily to the Paymaster concerned. Sufficient copies of these orders will be supplied, to enable one to be attached to each squadron, &c., pay list.

Each issue of each part of orders will be numbered consecutively, commencing on the 1st January of each year, and each item will be given a sub-number.

A box file will be used by Record Officer and Commanding Officers for filing these orders. Parts I and II will be kept in separate files.

1891-1895.

1896. The only authoritative record of an officer's service will be that maintained in Defence Headquarters.

1896A. At every unit, or headquarters, a record for purposes of routine administration only, is to be kept in respect of every officer belonging or attached thereto, giving:—

- (i) Permanent home address.
- (ii) Date of birth.
- (iii) Name, address and relationship of next of kin.
- (iv) Religious denomination.
- (v) If married, date of marriage.
- (vi) Date of joining the unit or headquarters.
- (vii) Description of last unit.
- (viii) Date of being posted away.
- (ix) Description of unit to which posted.
- (x) Particulars of leave granted and the authority.
- (xi) Particulars of any periods of attachments to other units and the authority.
- (xii) Periods in hospital or sick quarters or sick at home.
- (xiii) Description of duties upon which employed.
- (xiv) Dates of medical examinations and boards, and the results.
- (xv) Particulars of courts-martial attended as a member or for instruction.
- (xvi) Particulars of courses of instruction attended and the result.

Official Number

1897. Every airman will have an official number which, in the absence of instructions to the contrary, will appertain to him throughout his service. This number will be allotted by the officer in charge of Records, on entry or transfer

to the Royal Canadian Air Force, and is to be specified against the airman's name in books, returns, and documents, and in all letters concerning him.

Change of Name

1898. (1) The name in which an airman is attested cannot be erased from his attestation paper or other documents.

(2) If an airman, who has enlisted under an assumed name, wishes his true name to be added to his records he must, at his own expense, make a statutory declaration before a magistrate, commissioner of oaths, or other person qualified to administer an oath as follows:—

I.....(number), (rank), do solemnly and sincerely declare that I was enlisted onunder the name of..... which name I now declare to be incorrect. The name ofcontained in the accompanying certificate of birth, I now declare to be my true name, and I make this solemn declaration conscientiously believing same to be true, and knowing it to be of the same force and effect as if taken under oath and by virtue of The Canada Evidence Act, Revised Statutes of Canada, 1927.

.....
Signature of Airman.

Declared before me at this
day of

.....
Signature of J.P., Commissioner of
Oaths or person authorized to
take declaration.

(3) The airman is to submit the declaration to his Commanding Officer for consideration. If approved, an entry is to be made in the unit Daily Routine Orders showing the change of name. In all existing documents the true name is then to be recorded after the name under which the airman enlisted which is to be enclosed in brackets thus: (SMITH, Henry Arthur) changed to JONES, Henry Arthur. In all documents subsequently prepared the true name only is to be used. The statutory declaration is to be forwarded to the Director of Airmen Personnel Services,

who is to make the necessary changes to the airman's documents. The statutory declaration is to be preserved with and attached to the airman's attestation paper.

(4) If an airman wishes to change his name, for Air Force purposes only, from that registered at birth, or baptism, he must at his own expense, make a statutory declaration before a magistrate or commissioner of oaths or other person qualified to administer an oath as follows:—

I.....(number), (rank), do solemnly and sincerely declare that I was born at..... on..... Furthermore, I am desirous of changing my name to, and intend and desire to be known henceforth as.....and I make this solemn declaration conscientiously believing the same to be true and knowing it to be of the same force and effect as if taken under oath by virtue of The Canada Evidence Act, Revised Statutes of Canada, 1927.

.....
Signature of Airman.

Declared before me at this day of

.....
Signature of J.P., Commissioner of
Oaths or person authorized to
take declaration.

(5) The airman is to submit the declaration, accompanied by a certified copy of his birth certificate, to his Commanding Officer for consideration, stating the reasons why he wishes to make the change. If approved, an entry is to be made in the Daily Routine Orders showing the change of name. In all existing documents the name is then to be recorded after the original name as in sub-para. (3). In all documents, subsequently prepared the new name only is to be used. The statutory declaration is to be forwarded to the Director of Airmen Personnel Services who is to make the necessary changes to the airman's documents. The statutory declaration is to be preserved with and attached to the airman's attestation paper.

1899. The provisions of the foregoing paragraph likewise are to apply in the case of an officer wishing to alter the

name under which he was appointed. In such cases the statutory declaration is to be forwarded to Air Force Headquarters.

1900. The service of every airman will be recorded in the loose-leaf ledger at the Record Office, and upon his Certificate of Service.

1901. The Officer i/c Records is to be furnished with the information for keeping the ledger completed up to date. This information will be furnished in Part II Orders, or, in the case of an airman's character and trade proficiency, by the appropriate form as provided for in paragraphs 415 to 418. The record upon the certificate of service will be made in accordance with instructions from time to time issued for that purpose.

1902. The attestation of an airman will be kept in the custody of the Officer i/c Records.

1903. The following documents will be attached to the attestation:—

- (a) Proceedings of any Court of Inquiry on injuries sustained, and on an airman reported missing on active service.
- (b) The attestation of a fraudulently enlisted airman or of an airman improperly enlisted while belonging to the Air Force Reserve, i.e., the attestation on which it is decided he will not serve.
- (c) Re-engagement paper.
- (d) Record of the declaration of a Court of Inquiry held to investigate the illegal absence of the airman (R.C.A.F. R.168).
- (e) Statutory declaration as to correct name.
- (f) Statutory declaration as to change of name.
- (g) Documents of a re-enlisted airman (except medical history envelope, which should be attached to that in present use).

1904-1911.

Declaration of Courts of Inquiry into Illegal Absence

1912. (1) When a court of inquiry has been held under Section 72 A.F.A. and as provided in para. 673 of these regulations, to investigate the absence of an airman, an exact reproduction of the declaration of the court is to be entered by the Commanding Officer of the unit in Air Force Book R.C.A.F. R.169, which is to be kept exclusively for the purpose of recording such declarations. The entry is to contain the names, ranks and units of the president and members of the court and is to be vouched by the signature of the Commanding Officer. When the entry has been duly made, the Commanding Officer is to destroy the original proceedings of the court of inquiry (M.F.B. 303), and is to forward a certified true copy of such entry on form R.C.A.F. R.168, to the Director of Airmen Personnel Services for attachment to the absent airman's attestation paper.

(2) A certified true copy on form R.C.A.F. R.168 of the entry in Air Force Book R.C.A.F. R.169 purporting to bear the signature of the officer having custody of such book, will, at the trial of an airman, be admissible in evidence of the facts therein stated.

(3) When a court of inquiry overseas has declared an airman illegally absent the unit commander will:—

- (a) Forward a certified true copy on form R.C.A.F. R.168 of the entry in the Air Force Book R.C.A.F. R.169 to the Overseas Record Officer.
- (b) On the unit quitting such overseas country, forward to the air or other officer commanding the overseas command the following documents in respect of every airman declared to be a deserter from his unit:—
 - (i) Certified true copy on form R.C.A.F. R.168 of the entry in Air Force Book R.C.A.F. R.169.
 - (ii) Particulars of the latest assessment of character and service completed as far as possible and signed.
 - (iii) Certified true copies of service and general conduct sheets.

1913. Every variation affecting an airman's service will be entered in his statement of services or Air Force history sheet, as it occurs or as soon as it is reported in Part II in Orders, as follows:—

- (i) Promotion to or reduction from any rank.
- (ii) Grant or deprivation of any appointment.
- (iii) Extension of regular service.

Date of authority, the amount of gratuity (if any received) and the regulation under which such gratuity was granted to be stated.

- (iv) Re-engagement.

Entry to be made thus: "Re-engaged aton.....for such terms as shall complete time for pension service." The date of re-engagement will be that of approval by the competent Air Force authority.

- (v) Continuance in the service beyond time for pension.
Date of authority to be quoted.

- (vi) Conviction by civil power of an offence committed before enlistment, if absent from duty in consequence of the sentence.

An entry is to be made explaining absence from duty.

- (vii) Every conviction by court-martial or civil power, whether the airman is with regular force or in the reserve.

Entry to be made immediately after promulgation or receipt of certificate of conviction by civil power except as provided in 1919 (iii).

- (viii) Absence without leave exceeding five days if service is forfeited and detention awarded by C.O. exceeding seven days.

Entry to be made immediately after disposal of case.

- (ix) Transfer to other corps or to the reserve.

Date and authority to be quoted.

- (x) Posting to other units.

- (xi) Alterations of terms of service in consequence of transfer under Section 83 (3) Air Force Act. To

be entered thus: "Transferred to.....on
.....and conditions of service altered to
.....years with the colours and.....
years with the reserve." Authority to be quoted.

(xii) Retransfer from reserve to the regular force as in
(xi). Authority to be quoted.

(xiii)

(xiv)

(xv) Date and cause of becoming non-effective.

(xvi) Reckoning of former service for pension purposes.

(a) Both as "qualifying service" and "service."

(b) "Service only."

1914. The whole of an airman's service from the date of attestation will be recorded in the Air Force history sheet, in accordance with the following example:—

Country	Service to count as British or Indian	From	To	Length of Service	
				Years	Days
Home.....	British.....	1/4/91	2/11/93	2	216
India.....	Indian.....	3/11/93	5/1/97	3	64
Malta.....	British.....	6/1/97	8/2/00	3	34
South Africa	British.....	9/2/00	31/3/06	6	51
	(Voyage as Indo-Colonial Relief) British.....	1/4/06	16/4/06	—	16
India.....	Indian.....	17/4/06	30/4/11	5	14
Home.....	(Disembarked Portsmouth 1/6/11; admitted Netley Hospital 2/6/11; discharged from Netley 2/8/11.....	1/5/11	2/8/11	—	94
Home.....	British.....	3/8/11	31/8/12	1	29

1915-1916.

1917. (1) Medical history sheets will be kept in the medical inspection room, or where there is no inspection room they will be kept in the hospital.

(2) The following entries in medical history sheets will be made by O.C.'s units or depots:—Insertion of official numbers, dates, and places of enlistments; transfers to other corps, and dates of arrival and departure from

station; or of embarkation in, or disembarkation from, troopships or transports; and records of Courts of Inquiry on injuries.

1918.

SECTION 5.—CONDUCT SHEETS

1919. Air Force Conduct Sheets will be kept up as under:—

- (a) A Service Conduct Sheet for every airman (including boys).
- (b) A General Conduct Sheet for every airman under the rank of Warrant Officer.

Peace

While the unit is serving under peace conditions the Officer Commanding the Unit will be responsible for the custody and upkeep of both these conduct sheets.

Active Service

When an airman proceeds on active service the Officer Commanding the unit will at once forward his Service Conduct Sheet to the Officer in Charge of Records for custody, and the General Conduct Sheet will accompany the man.

The Officer in Charge of Records will be responsible that all Service entries are entered up on the Service Conduct Sheet of every airman who is serving under Active Service conditions, until such time as the airman returns to a Home unit. Such entries will be made from the Office Report, which will be despatched monthly in arrear to the Officer in Charge of Records, by the Officer in Charge of R.C.A.F. Base Records of the Force concerned.

1920. The following entries will be made in an airman's service conduct sheet in accordance with the subjoined instructions:—

- (i) Every conviction by court-martial, whether the sentence is wholly remitted or not; but no entry will be made of any charge upon which a finding of "not guilty" has been recorded.

The "statement" of the charge as set forth in Appendix 1, Rules of Procedure, is to be entered. In cases where the "statement" does not disclose the full nature of an offence, such as charges under Sections 11 and 40 of the Air Force Act, the purport of the "particulars" will be added thus:—

"Neglecting to obey local orders—bathing in the river at a prohibited hour"; or

"Conduct to the prejudice of good order and Air Force discipline—alcoholism."

When the charge is under Section 19, and the particulars show that the offence was committed when on duty or after having been warned for duty, the entry in the service conduct sheet should be:—

"Drunkenness—on duty"; or

"Drunkenness—having been warned for duty."

The original sentence, together with any alteration or revision or variation by the confirming officer, is to be recorded in the column "Punishment awarded." Any remission, mitigation, or commutation subsequent to confirmation, with the date of the order and the name of the officer making it will be recorded in the column for remarks.

The date of the original sentence, is to be recorded in the column "Date of award" with the word "Confirmed" and the date of confirmation immediately below it.

A finding of "Guilty" need not be entered, but where the accused is found guilty of a cognate charge and the finding has been altered on revision, such alteration will be recorded in the column "Punishment awarded."

When the record of a court-martial is ordered to be removed, the entry of the conviction is to be erased and the authority quoted.

- (ii) Every case of desertion or fraudulent enlistment in which trial has been dispensed with.

The authority to be quoted and the date of the order entered.

- (iii) Every conviction by a court of ordinary criminal jurisdiction, or court of summary jurisdiction.

When the sentence of a court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the C.O. may, if he thinks that an

entry of conviction should not be made, represent the case to an Officer not below the rank of Air Officer, or to the Officer Commanding the Military District, for decision. If it is ordered that no entry is to be made, the case will not be treated as a previous conviction on a trial by court-martial.

Convictions by civil power, whether before or after enlistment for offences committed prior to enlistment are not to be entered or given in evidence against an airman on trial by court-martial. Conviction of offences committed in civil life, while in a state of desertion, are to be entered and given in evidence before a court-martial as previous convictions.

Certified copies of all convictions by civil power will be annexed to the airman's Conduct Sheet. When the imprisonment awarded for any such conviction exceeds seven days, the certified record will be produced in evidence in the same manner as a former conviction by court-martial. When the imprisonment is for seven days or under, the conviction is to be treated as an ordinary entry in the Unit Conduct Sheet with regard to the forfeiture of Good Conduct badges.

- (iiia) Every case in which an airman has been bound over by a court of ordinary criminal jurisdiction or by a court of summary jurisdiction to appear for conviction or judgment, in which the charge has been dismissed, but the airman has been ordered to pay costs.

In cases where the Commanding Officer is of the opinion that an entry should not be made, he may represent the case for decision to an Officer not below the rank of Air Officer or to the Officer Commanding the Military District.

When an entry has been made, a certified copy of the order of the court will be annexed to the Airman's Conduct sheet.

- (iv) Every severe reprimand of a N.C.O.
- (v) Every case of reduction of a N.C.O. to a lower grade or to the ranks for an offence, but not for inefficiency.
- (vi) Every award of detention by the C.O.

- (via) Every award of field punishment by the C.O. (on active service only).
- (vib) Every award by the C.O. of forfeiture of pay (on active service only).
- (vii) In the case of an airman, confinement to barracks for any period exceeding seven days.
- (viii) Every instance of drunkenness.
- (ix) (a) Punishments on board ship. Every award of punishment to an airman below the rank of Corporal by the Commanding Officer of one of His Majesty's ships, in pursuance of the Order in Council of the 19th July, 1918, except an award of stoppages under section 138 (3) and (4) of the Air Force Act.
- (b) Stoppages of smoking on board ship for any period exceeding seven days.
- (c) Every award of punishment, to an airman borne on the books of one of His Majesty's ships which is equivalent to any of the above punishments or to a Unit Entry. (See pages 453-5, Manual Air Force Law).
- (x) Every offence entailing forfeiture of pay under the Pay and Allowance Regulations, except:—
 - (a) Where the offence is Absence without Leave, not exceeding two days.
 - (b) where the forfeiture is in consequence of a civil conviction for which a fine has been awarded and an Air Officer or District Commander has ordered, under sub-head (iii) that an entry shall not be made, or,
 - (c) Where the offence was committed before enlistment.
- (xi) Any punishment awarded by (a), board of visitors to airmen under sentence in an Air Force Prison or Detention Barracks or in a Naval or Military Prison or Detention Barracks, (b), the visiting committee in a civil prison.
- (xii) Every case of admission to hospital on account of alcoholism, duly certified by a Medical Officer, whether it has been dealt with as an offence, or

not, is to be entered in red ink, unless the airman has been tried on a charge based upon the same facts and acquitted.

- (xiii) Any special act of gallantry or distinguished conduct by the airman, which has been brought to notice in wing or superior orders, or in despatches, either on active service or directly in the course of duty. These entries are to be made in red ink across the sheet.

1921. (1) The Officer Commanding a Unit is responsible that every award of punishment, except as mentioned below, is entered in the General Conduct Sheet and initialled by an Officer.

The following offences will not be entered:—

- (i) Offences exempt from insertion under paragraph 1920 (iii) and (iiia).
 - (ii) Offences (other than drunkenness or those involving forfeiture of pay under the Pay and Allowance Regulations) for which confinement to barracks for one day, or its equivalent on board ship, or one extra guard or piquet has been awarded.
 - (iii) Offences (other than drunkenness or those involving forfeiture of pay under the Pay and Allowance Regulations) for which admonition has been awarded.
 - (iv) In the case of boys, awards of confinement to barracks not exceeding seven days, admonition and awards of "Extra Duties," unless a forfeiture of pay is entailed.
- (2) (i) Every act of drunkenness committed by an airman is to be entered in black ink, and numbered consecutively in red ink, in the column provided for that purpose, the word "drunkenness" to be underlined in red.
- (ii) Every case of admission to hospital on account of alcoholism, duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink, unless the airman has been tried on a charged based upon the same facts and acquitted.

(3) All entries in the General Conduct Sheet will be compared once a week by the Unit Commander with the awards that are recorded in the guard reports and minor offence reports.

(4) A General Conduct Sheet, if containing any entries, will be destroyed and a blank one substituted under the following circumstances:—

- (i) On completion of six months from the date of attestation.
- (ii) After every continuous period of two years during which the airman shall not have incurred an entry in Service Conduct Sheet.
- (iii) On attaining the rank of Sergeant.
- (iv) On transfer to the Reserve.

When a new sheet is taken into use, an entry signed by the Squadron Commander will be made at the top of the sheet, "Sheet destroyed (date), last entry (date); (i.e., of award, or in the case of imprisonment or detention, the date of return to duty); number of cases of drunkenness (date of last instance)."

1922. (i) Each entry will be initialled by the C.O. or Administrative Officer in the column for remarks. The signature in full will be appended to Court Martial entries.

(ii) Vague entries such as "improper conduct" are to be avoided.

(iii) The following abbreviations are to be used:—

Confinement to barracks—C.B.

Imprisonment with hard labour—Impt. H.L.

Detention—Detn.

Fine—Fined.

Penal Servitude—P.S.

Reverts to Permanent Rank. (In full).

(iv) A specimen conduct sheet will be kept in the office of every officer entitled to award punishments which require an entry.

1923. If a conduct sheet is lost, the C.O. will assemble a Court of Inquiry to investigate the circumstances and obtain evidence as to the entries in the lost sheet. The

C.O. will then cause a new sheet to be drawn up and substituted for the lost sheet, an entry in red ink "Substituted for original lost," with date and C.O's signature, being made in front of "number of sheet."

1924. Guard reports and minor offence reports showing the disposal of accused airmen by C.O's and by Squadron Commanders respectively, are to be preserved in original. Guard reports will be pasted daily in a guard-book and kept for one year.

1925. An airman's documents will be disposed of as follows:—

A Nature of Casualty	B Original Attestation	C Duplicate Attestation	D Conduct sheets, Copies of Conviction by Civil Power and Documents attached thereto
(i) Death.....	To be destroyed.....	To be forwarded to officer i/c Records, retained for 50 years and then destroyed.	To be destroyed. If, however, the documents are required in connection with a recommendation for the grant of a medal for long service, and good conduct, they will not be destroyed until after the recommendation has been dealt with. (A.O. 209-1912).
(ii) Desertion.....	To be retained by officer i/c Records for 15 years and then destroyed.	To be retained by the man's C.O. for one year and then treated as in C (i).	As in C (ii).
(iii) Discharge.....	As in B (ii).....	To accompany discharge documents as per instructions on fourth page M.F. B. 218, Proceedings on discharge.	As in C (iii).

A Nature of Casualty	B Original Attestation	C Duplicate Attestation	D Conduct Sheets, Copies of Conviction by Civil Power and Documents attached thereto
(iv) On transfer to another Corps.	To be forwarded to Officer i/c records of new corps.	To be forwarded to the man's new C.O.	As in C (iv).
(v) On posting to another portion of the same corps.	To remain in custody of officer i/c records.	To be forwarded to the man's new C.O.	As in C (v).
(vi) Of removal of an armoured or armament artificer to another corps or station.	To remain in custody of officer i/c records.	To be forwarded to the man's new C.O.	As in C (vi).
(vii) On promotion to warrant rank.	To remain in custody of officer i/c records.	If promoted in same unit to remain in custody of C.O.; if in another unit to be sent to new C.O.	To be attached to duplicate attestation and kept as confidential documents. Conduct sheets will only be used under para. 1595 (ii) or in case of reversion from warrant rank.
(viii) Promotion to commissioned rank.	To be forwarded with documents attached thereto, and his medical history sheet to Defence Headquarters for custody.	To be destroyed.....	To be destroyed.

Medical history sheets, except in cases specially provided for by regulation, will accompany the duplicate attestation.

If the unit leaves Canada within the year the documents will be sent to the officer i/c records before embarkation.

1926-1930.

SECTION 6.—HISTORICAL RECORDS

1931. (1) Every unit and each formation headquarters is to maintain continuously in duplicate a Daily Diary (Form R.C.A.F. R.65).

(2) The object of the Daily Diary is to furnish a complete historical record of the unit or headquarters from the time of its formation, including an accurate record of each operation carried out by the unit. Officers responsible for compiling the Daily Diary are to ensure that entries made are sufficient to achieve this object.

(3) Entries should include:—

- (a) the circumstances of the initial formation of the unit, e.g., where formed, its establishment, its equipment, the names of its commanders, etc.
- (b) subsequent changes in the unit's location, function, organization, establishment strength, command equipment, accommodation, disbandment, etc.
- (c) a detailed account of all major operations.
- (d) a summarized account of all minor operations and important exercises.
- (e) any important particulars relating to the allocation of duties among the personnel.
- (f) the particulars of any officer or airman promoted for gallantry or meritorious service, decorated or mentioned in despatches.
- (g) a list of officers, airmen and any troops or civilians attached who are reported as killed, wounded or missing.
- (h) visits of inspecting officers, government officials, and other important persons.
- (i) accidents, forced landings and any damage to aircraft or equipment.

(j) the badges and devices which a unit has been permitted to bear together with the date and authority of the grant.

(4) During major operations or when the Royal Canadian Air Force is on Active Service, the following documents are to be attached as appendices to the original copy of the Daily Diary:—

(4) (a) Operations Record (Form R.C.A.F. R.92) by all operational units other than training.

(b) A copy of each operation order and instructions issued.

(c) A copy of operations orders and instructions received from a higher formation, when no longer required for reference purposes.

(d) A copy of each narrative of, or report on, operations drawn up by the unit or headquarters.

(e) Any sketches or special maps referred to in the Daily Diaries, operation orders or operation instructions.

(5) The Daily Diaries with appendices is to be treated as a Secret document.

1932. (1) During normal peace time conditions the original copy of the Daily Diary is to be forwarded through the usual channels to Air Force Headquarters at the end of each calendar month. The duplicate copy is to be retained by the formation or unit.

(2) When a formation or unit is on Active Service, both copies of the Daily Diary with the appendices referred to in Para. 1931, (4) (a) above are to be forwarded at the end of each calendar month to Air Command Headquarters. The original copy with appendices is to be re-directed to Air Force Headquarters and the duplicate copy retained in safe custody at Air Command Headquarters.

(3) On resumption of normal conditions duplicate copies of the Daily Diary will be returned to the unit concerned.

(4) When a unit is disbanded or otherwise loses its identity, both copies of the Daily Diary are to be completed to the date of the disbandment and forwarded through the normal channels to Air Force Headquarters.

1933.

General Instructions Regarding Marriages, Permanent Active Air Force

1934. (1) Marriages of airmen, with or without leave, and births will be recorded in "Register of Airmen" and on the airman's attestation. An airman who marries without leave is not compelled to report his marriage or the birth of his children to his C.O. but it is to his own interest and that of his children that he should do so at once.

(2) Baptisms will be recorded on the airman's attestation and in Chaplain's Register of Baptisms, except where denominational registers are used for the purpose, or where the entries are made in the ordinary church registers by officiating clergy.

1934A. The following particulars of the marriage of every officer of the Permanent Active Air Force Staff and Permanent Active Air Force will be reported to Defence Headquarters within one month of the marriage taking place:—

- (a) Officer's name, appointment (if any), unit, rank and present station.
- (b) Officer's age at time of marriage.
- (c) Wife's maiden name in full.
- (d) Date of marriage.

1935. When an airman's marriage takes place in Canada, care will be taken to ascertain that the ceremony is performed, and registered in accordance with the civil law.

1936. An airman is to ask, at the time of the marriage, for a certificate of the official marriage entry. This will be furnished by the registrar of marriages, if present, and if not by the clergyman or other person who makes the official record of the marriage. This certificate he is to take to his Squadron Commander, who will take the necessary steps to have the particulars transmitted to the Record Officer for insertion in the airman's attestation.

1937. On the birth of a child, the airman will immediately furnish the Squadron Commander with a certificate of registry of birth, which will be transmitted to the Record Officer immediately on receipt of the information as to the birth, and not delayed in view of baptism,

which will be duly reported to the Record Officer. The certificate of registry of birth can be obtained from the district registrar, at the time of registration.

1938. When the child of an airman is baptized, the father will obtain from the officiating clergyman a copy of the baptismal certificate, which he will take to his Squadron Commander, for procedure as laid down in previous paragraph 1934. A baptismal record may be of great importance as legal evidence in the absence of a birth certificate* and may further afford the airman means of supporting the claims of his legitimate children to the benefits to be obtained from any public institutions formed for the relief of wives and children of airmen.

1939. Officers marrying will record their marriage in the record of officers' service.

1940-1942.

1942A. A board will be assembled annually in every office for the purpose of recommending for destruction documents over three years old. The board will, if possible be composed of the head and two subordinate officers of the office. The recommendation of this board will be submitted to the Chief of the Air Staff, who will issue orders regarding the disposal of the records.

1942B. In the case of those unit records not authorized to be destroyed periodically, the Commanding Officer will assemble a committee of officers to ascertain that such parts as it is advisable to preserve have been correctly copied into other books. The committee will make out a "List of useless documents recommended for destruction," and submit it to the C.O. for transmission to the Chief of the Air Staff.

1943-1948.

* If a birth certificate is lost a fresh one can be obtained on payment of the statutory fees on application to the local Registrar.

Chapter XXV

CARE AND MAINTENANCE OF AEROPLANES AND MECHANICAL TRANSPORT

SECTION 1.—AEROPLANES—FORCED LANDINGS

1949. The procedure to be followed in the event of forced landings:—

(a) The pilot of the machine making forced landing:—

- (i) Will report by the quickest method available to the O.C. the nearest Air Force unit all relevant information regarding his whereabouts, machine, etc.
- (ii) From the time of making this report he will consider himself as under the orders of the O.C. unit to whom he has reported.
- (iii) Will remain in charge of his machine until relieved by the O.C. unit to whom he has reported.
- (iv) Will receive all his orders through the O.C. unit to whom he has reported.

(b) The O.C. unit to whom the pilot has reported:—

- (i) Will take charge of the machine forthwith and make all arrangements for its repair (if possible).
- (ii) Issue such instructions to the pilot as he considers necessary.
- (iii) Report to the O.C. the unit to which the pilot belongs, giving all relevant information as regards pilot, machine, delay likely to ensue, etc.

(c) The O.C. unit to which the pilot belongs:—

Will on receipt of reports mentioned in (b) (iii) above, issue any instructions with regard to the pilot or machine through the O.C. mentioned in (b) above, and on no account to the pilot direct, until such time as the pilot again reports to him for duty.

**SECTION 2.—CARE AND MAINTENANCE OF MOTOR
TRANSPORT**

Economy in Use

1950. The utmost economy, consistent with the real requirements of the service, is to be practised in the use of motor vehicles.

1951. Service motor vehicles are to be used solely for His Majesty's service, and no persons who are not concerned in the immediate duty on which such vehicles are being used are to be conveyed in them.

1952. (1) They are not to be used for the conveyance of officers and men between their places of residence and their work unless this course is rendered absolutely necessary through the absence of service or other suitable accommodation within a reasonable distance. In the latter case routine trips should be arranged.

(2) Civilian workmen must not be conveyed in service vehicles without the approval of National Defence Headquarters. When service vehicles are so used adequate precautions must be taken to avoid injury to the workmen.

1953. (1) Motor cars are not to be used as a matter of course when making journeys, and commanding officers are to satisfy themselves before approving the use of a car, that material delay or inconvenience would be caused to the service by the use of trains or other public means of conveyance.

(2) In any case motor vehicles are not to be used for journeys of over forty (40) miles, including return journey, without a special authorization for each individual journey from the director concerned.

1954. The use of motor cars to convey officers to distant railway stations where a better railway service is available can only be necessary on rare occasions, and should be limited to cases of extreme urgency.

1955. (1) Economy must be maintained most rigidly with regard to tires. Covers must not be discarded until they are worn out, and vehicles must be driven at a moderate speed.

(2) The same economy must be scrupulously observed with regard to petrol. To prevent waste:—

- (a) Engines must be stopped when vehicles are at rest.
- (b) The smallest powered machine possible for the necessary work must be used, and duplicate journeys must be saved.
- (c) Petrol is not to be used for cleaning purposes.
- (d) It must be ensured that when petrol tins, barrels, etc., are returned to contractors they are properly empty.
- (e) All petrol drawn from store must be signed for by the driver and entered in his log book.

Care of Motor Vehicles

1956. The attention of officers is called to the necessity for great care in the use of motor transport. Care is necessary to maintain the transport in as good condition as possible, and an officer should be detailed at each station or base to act as Transport Officer. This need not interfere with his also carrying out other duties.

1957. The principal causes of deterioration in motor vehicles are as follows:—

- (a) Unnecessary mileage through lack of organization of transport.
- (b) High speeds, for which no service urgency exists, on bad roads, etc.
- (c) Neglect to take small repairs in hand at the time of occurrence.
- (d) Want of scrupulous cleanliness in the engine and working parts.
- (e) Want of care in protecting the car from bad weather, and in keeping it cleaned and oiled when actually undergoing repair.
- (f) Careless and inefficient driving.
- (g) Failure to keep the working parts properly lubricated. This matter requires constant watching.

1958.

Logs

1959. A log-book for recording full particulars of all journeys made by motor vehicles employed on Air Force service is to be kept by the driver of each vehicle.

Special attention is drawn to the instructions at the beginning of the log. The column in the log headed "Service on which employed" should be filled in by stating the destination of the car and the reason for the journey.

1960.

Hirings

1961. No standing arrangements, agreements or contracts for the hire of motor vehicles for service purposes are to be made without the Minister's approval of the expenditure involved.

1962.

Legal Enactments

1963. Officers and men employed on duties connected with service motor vehicles are to make themselves acquainted with the legal enactments on the subject of driving, etc., of motor vehicles, which are to be duly observed.

Particular attention is drawn to the following points:—

- (a) *Identification marks.*—All service motor vehicles must bear Provincial Markers. Responsibility for registration of vehicles not already bearing Provincial Markers rests with the O.C. the unit on whose charge the vehicles are. Necessary fees should be paid from "Imprest" account.

Markers supplied by the Province must be so displayed as to comply with the Provincial Regulations.

- (i) Markers must be so fitted as to be clearly visible from both the front and from the rear.
- (ii) A trailer must bear on the back the same number as that borne by the vehicle to which it is attached.

- (b) *Liability for fines.*—The driver of a service motor vehicle is personally responsible for the payment of fines inflicted by Civil Courts for any offence against the ordinary law of the land, whether committed whilst on duty or otherwise.

Officers giving instructions to drivers which result in such an offence being committed are liable to prosecution for aiding and abetting in the commission of an offence.

1964. The speeds of Service Motor Vehicles in Canada must conform to that laid down in the Provincial Regulations governing same.

1965. (1) Service motor vehicles must not be driven by any officers, airmen or civilians except those actually responsible for the supply, maintenance, or repair of mechanical transport. Written authorization in each individual case, except in that of men or women posted as M.T. drivers, must be given by the Officer commanding.

(2) In the event of any claim being received for compensation in respect of any injuries or damage caused by any Air Force motor vehicle, when such vehicle is being driven by an officer otherwise than as provided in subparagraph (1), or when such claim is due to or based upon the negligence or misconduct of such officer, no liability, or responsibility will be accepted by the Department of National Defence for any compensation due from or damages awarded against the driver of the vehicle and the Department will not be responsible, financially or otherwise, for the legal defence of any such officer in either civil or criminal proceedings to which he may be made a party in respect of the driving of any motor vehicle.

SECTION 3.—ACCIDENTS TO M.T.—PROCEDURE AS TO REPORTING, ETC.

1966. (1) All accidents to motor vehicles are to be reported immediately they occur, to the Chief of the Air Staff or other superior authority.

(2) The report should in every case deal specifically with each of the following points:—

- (a) The date, time and place of the accident.
- (b) The names of the service driver and his passengers, and the number of the service car.

- (c) Whether the service driver is authorized to drive.
- (d) What official duty he was on at the time of the accident, and by whose orders.
- (e) The names of all other persons, and the registration number (if any) and description of the other vehicle or vehicles concerned in the accident.
- (f) The width and general characteristics of the road (e.g., straight or winding, or any side turnings) and the state of its surface.
- (g) The position and direction of the vehicles concerned, and of any other traffic, illustrated by a sketch or sketches, showing wheel track and giving exact distances, if possible.
- (h) The pace of the vehicles concerned.
- (i) If the accident occurred after lighting-up time; what lights the vehicles concerned were carrying.
- (j) Whether any of the vehicles gave any warning of approach, and whether there was any, and if so what indication that the warning had been heard.
- (k) How far apart the vehicles concerned were when they first came into view of one another.
- (l) What steps were taken or omitted to be taken, by the parties concerned to avoid the accident.
- (m) Particulars of the occurrence itself.
- (n) Whether damage was done to any of the vehicles, or to other property, stating its nature and extent, and whether any person was hurt and the nature of his injuries.
- (o) The names and addresses of bystanders, and the statements or documents made by them.
- (p) Any material information not already provided for.
 - (i) In the case of an accident in which a service motor vehicle is concerned, every effort should be made to secure the names and addresses of any person who may have witnessed the occurrence. Where circumstances permit it is very desirable that statements in writing should be taken at the time and signed by those witnesses, whether they are in His Majesty's service or not. If this cannot be done at the time of the occurrence, the witnesses should be written to without

delay and asked for statements of their knowledge of the occurrence, and particulars requested to furnish replies to any specific points, e.g., speed, position of the cars, etc., which it may seem desirable to elucidate.

- (ii) In all cases it is desirable that the report of the accident should be accompanied by an approximate estimate of the cost of repairing the damage to the service motor vehicle and, if the driver is competent to form a useful opinion, of the damage caused by the service vehicle.
- (iii) In those cases in which damage is sustained by collision with, or through the action of private vehicles, etc., the cost of making good the damage to the service vehicle should be kept separate, and a statement showing the actual expenses incurred, including establishment charges should be forwarded as soon as the repairs are completed. The time occupied in effecting the repairs should also be furnished, together with a report stating whether any inconvenience or additional expense arose by reason of the vehicle having been laid up for the repairs in question. The latter information is required in order that it may be determined whether a charge should be made for "loss of use."

(3) The report of the accident should not be delayed for the replies of witnesses, or for the particulars of the actual cost of repairs, which should, however, be reported without delay as soon as they become available.

1967. No admission of liability for damage is to be made without the approval of the Minister.

1968.

1969. The transport of stores by road is to be avoided as much as possible; the railway should be used for this purpose wherever practicable. In particular, rail transport should always be used for condemned stores which have accumulated and for the transport of which there is no urgency.

PARAS. 1970-1999

1970. Drivers of service vehicles are to be strictly warned not to accept casual passengers, unauthorized civilians (including ladies).

1971-1999.

PART II

Chapter I

APPLICATION OF REGULATIONS

2000. These regulations shall by virtue of the provisions of Section 177 of the Imperial Air Force Act and otherwise, apply as well beyond Canada as within Canada to the persons hereinafter declared to be subject thereto.

2001. When a person subject to these regulations is on board ship, they shall apply to him until he arrives at the port of disembarkation in like manner as if he and the officers in command of him were on land at the place on which he embarked on board the said ship, subject to this proviso, that if he is tried and sentenced while so on board ship, and finding and sentence, so far as not confirmed and executed on board ship, may be confirmed and executed in like manner as if such person had been tried at the port of disembarkation.

(Compare Air Force Act, Section 188.)

2002. The persons in this paragraph mentioned are persons subject to these regulations as officers, and these regulations shall apply accordingly to all persons so specified; that is to say,

(1) Officers of the air force on the active list, including officers holding provisional commissions and officers not on such active list who are employed on air force service under the orders of an officer of the air force who is subject to these regulations;

(2) Any officer of the Canadian Navy or of the Militia who is attached or lent to, or seconded for service with the air force, subject, however, to the modifications contained in these regulations and with this exception, that if the members of the body of the air force with which any such Naval Officer is serving are themselves subject to any law in force for the discipline of the Canadian Navy he shall remain subject thereto;

(3) Every person not otherwise subject to these regulations who, under the general or special orders of the

Minister or of the Governor in Council, accompanies anybody of the air force on active service in an official capacity equivalent to that of an officer of the air force;

(4) Any person, not otherwise subject to these regulations, accompanying any part of the air force on active service, who holds from the Commanding Officer of such part a pass, revocable at the pleasure of such Commanding Officer, entitling such person to be treated on the footing of an officer;

(5) Matrons, nursing sisters and probationers in the nursing service, who shall, however, not be entitled to any command or precedence as officers.

(Compare Air Force Act, Section 175.)

2003. The persons in this paragraph mentioned are persons subject to these regulations as airmen, and these regulations shall apply accordingly to all persons so specified; that is to say,

(1) All airmen of the air force.

(2) All petty officers, non-commissioned officers and seamen and soldiers of the naval or military forces of Canada, who are attached or lent to the air force, subject, however, to the modifications contained in these regulations, and with the exception that if the members of the body of the air force with which any such petty officer or seaman of the naval forces is serving are themselves subject to any law in force for the discipline of the Canadian Navy, he shall remain subject thereto.

(3) All persons who are employed by or are in the service of any part of the air force when employed on active service, and who are not under the former provisions of these regulations subject thereto.

(4) All persons not otherwise subject to these regulations who are followers of or accompany the air force, or any portion thereof, when employed on active service.

(Compare Air Force Section 176.)

2004. Where an officer, petty officer or seaman of the naval forces when not subject to the laws relating to the discipline thereof, or an officer, non-commissioned officer or

soldier of the militia is attached to, or lent to, or seconded for service with the air force, these regulations shall apply to him, subject to the following modifications.

- (a) A general court-martial for the trial of any such officer, petty officer, non-commissioned officer, seaman, or soldier shall not be convened except—
 - (i) In the case of an officer, petty officer, or seaman of the naval forces, by the Minister of National Defence or by an officer authorized by a warrant issued in pursuance of this section;
 - (ii) In the case of an officer, non-commissioned officer, or soldier of the militia by an officer authorized to convene a general court-martial under the law governing the militia (who shall have power to convene a general court-martial for the purposes of this section); except that where the officer, petty officer, non-commissioned officer, seaman, or soldier is serving beyond the seas with a body of the air force, and in the opinion of the air force or other officer commanding that body (such opinion to be stated in the order convening the court and to be conclusive) there is not present any officer so authorized to convene a general court-martial under this section, a general court-martial convened by such air or other officer, if authorized to convene general courts-martial under these regulations, may try such officer, petty officer, non-commissioned officer, seaman, or soldier;
- (b) A district court-martial for the trial of any such petty officer, non-commissioned officer, seaman or soldier may be convened by an officer having authority to convene a district court-martial for the trial of an airman of the air force.
- (c) Any power in relation to the convening of courts-martial or of authorizing an officer to convene courts-martial, or to delegate the powers of convening courts-martial or of confirming the findings and sentences of courts-martial, or otherwise in relation to courts-martial, which may be exercised by any warrant or warrants may, as respects any such

officer, petty officer, or seaman of the naval forces, be exercised only by a warrant or warrants from the Governor in Council.

- (d) Without prejudice to any power of confirmation, the findings and sentences of any general court-martial on any such officer, petty officer, non-commissioned officer, seaman, or soldier shall be confirmed in the case of an officer, petty officer or seaman of the naval forces, or of any officer, non-commissioned officer, or soldier of the Militia, by the Governor in Council, or, in either case, by an officer authorized under this section to convene the same.
- (e) If any such officer, petty officer, non-commissioned officer, seaman, or soldier commits an offence for which he is not amenable under these regulations, but for which he can be punished under the law relating to the discipline of the naval forces or, as the case may be, of the militia, he may be tried and punished for such offence under the law or act as the case may require.

(Compare Air Force Act Section 179A.)

2005. Officers and airmen of the air force during the time they are on any ship of the Canadian Navy in commission (unless made subject to these regulations as hereinafter provided) shall be subject to the law relating to the discipline of the Canadian Navy, for the time being, and shall be tried and punished for any offence in the same manner as officers and seamen in the Canadian Navy.

Provided that—

- (a) This provision shall not prevent the application of these regulations to any person dealing with or having any relations with any such officer or airman, or to any such officer or airman if found on shore as a deserter or absentee without leave.
- (b) If any such officer or airman is employed on land the senior naval officer present may, if it seems to him expedient, order that he shall during such employment be subject to these regulations, and while such order is in force, he shall be subject thereto accordingly.

- (c) If any such officer or airman commits an offence for which he is not amenable to a naval court-martial, but for which he can be punished under these regulations, he may be tried and punished for such offence thereunder.

(Compare Air Force Act Section 179.)

2006. (1) Where an officer or petty officer in the Canadian Navy is a member of a body of His Majesty's Naval Forces acting with any body of the air force under such conditions as may be prescribed by regulations made by the Minister of National Defence then for the purpose of command and discipline and for the purposes of the provisions of these regulations relating to superior officers, he shall, in relation to such body of the air force as aforesaid, be treated and have all such powers (other than powers of punishment) as if he were an air force officer or non-commissioned officer as the case may be.

(2) Where an officer or non-commissioned officer of the Militia is a member of a body of His Majesty's military forces acting with any body of the air force under such conditions as may be prescribed by regulations made by the Minister of National Defence then, for the purposes of command and discipline and for the purposes of the provisions of these regulations relating to superior officers, he shall, in relation to such body of the air force as aforesaid, be treated and have all such powers (other than powers of punishment) as if he were an air force officer or non-commissioned officer as the case may be.

Provided that under regulations made by the Minister of National Defence, the officers and soldiers of a body of His Majesty's military forces acting with any body of the air force on active service, or any of such officers or soldiers may, in such a manner and in such circumstances and subject to such conditions as may be provided by or under those regulations, be made subject to these regulations, and in such case they shall be subject thereto in like manner as if they were officers and soldiers attached to the air force.

(3) Where an officer or airman is a member of a body of the air force acting with any body of His Majesty's naval or military forces under such conditions as may be prescribed by regulations made by the Minister of National

Defence and any such officer or airman is not borne on the books of any ship of the Canadian Navy in commission, then, for the purposes of command and discipline and for the purposes of the provisions of these regulations, relating to superior officers, the officers and petty officers of such naval body or the officers and non-commissioned officers of such military body (as the case may be) shall, in relation to him, be treated and have all such powers (other than powers of punishment) as if they were air force officers or non-commissioned officers. (Compare Air Force Act Section 184A.)

2007. In the application of these regulations to persons who do not belong to His Majesty's forces the following modifications should be made:—

- (a) Where an officer has been committed by any person subject to these regulations who does not belong to His Majesty's forces, such person may be tried by any description of court-martial convened by an officer authorized to convene such description of court-martial, within the limits of whose command the offender may for the time being be, and may be tried, and on conviction dealt with and punished accordingly.
- (b) Any person subject to these regulations who does not belong to His Majesty's forces shall, for the purposes of the provisions of these regulations relating to offences, be deemed to be under the command of the commanding officer of the corps or unit or portion of a corps or unit (if any) to which he is attached, and if he is not attached to any corps or unit or a portion of a corps or unit, under the command of any officer, who may for the time being be named as his commanding officer by the air or other officer commanding the force with which such person may for the time being be, or of any other officer named or prescribed by the Minister, or, if no such officer is named or prescribed, under the command of the said air or other officer commanding, but such person shall not be liable to be punished by a commanding officer.

Provided that an air or other officer commanding shall not place a person under the command of an officer of rank

inferior to the official rank of such person if there is present, at the place where such person is, any officer of higher rank under whose command he can be placed.

(Compare Air Force Act, Section 184.)

2008. Officers and airmen when not posted to a training centre for duty or training or to any staff or special duty or when not called out for training or ordered to perform training or when not performing training or when not on leave with pay shall be on leave without pay. All leave shall be subject to instant cancellation upon the Air Force or any part thereof being placed on active service and may be cancelled when the services of officers are required for duty on courts-martial or courts or boards of inquiry or for other special duty.

2009. (1) When part of the air force is serving out of Canada, and the air officer commanding such parts declares at any time or times that, by reason of the imminence of active service or of the recent existence of active service, it is necessary for the public service that the air force under his command should be temporarily subject to these regulations, as if it was on active service, then, on the publication in General Orders of any such declaration, the force to which the declaration applies shall be deemed to be on active service for the period mentioned in the declaration, so that the period in any one declaration do not exceed the three months from the date thereof.

(2) If at any time during the said period the air officer for the time being is of opinion that the necessity continues he may from time to time renew such declaration for another period not exceeding three months, and such renewal shall be published and have effect as the original declaration, and if he is of opinion that the said necessity has ceased, he shall state such opinion, and on the publication in General Orders of such statement, the force to which the declaration applies shall cease to be deemed to be on active service.

(3) It shall be the duty of every general officer making a declaration or renewal of a declaration, under this section, if he has the means of direct telegraphic communication with the Minister to obtain his previous con-

sent to such declaration or renewal, and in any other case to report the same with the utmost practicable speed to the Minister.

(4) The Minister may, if he thinks fit, annul a declaration or renewal purporting to be made in pursuance of this section, without prejudice to anything done by virtue thereof before the date at which the annulment takes effect, and until that date any such declaration or renewal shall be deemed to have been duly made in accordance with this section, and shall have full effect.

2010. Any power or jurisdiction given to, and any act or thing to be done by, or before any person holding any air force office for the purpose of these regulations, may be exercised by, or done by, to, or before any person for the time being authorized in that behalf according to the custom of the service.

2011. (1) The forms in the appendices to these regulations, and in the appendices to the Manual of Air Force Law and army forms issued by the Minister should be followed in all cases in which they are applicable, and when used shall be valid in law, but a deviation from any such form will not, by reason only of such deviation, render any charge, warrant, order, proceedings, or other document invalid.

(2) An omission from or alteration of any such form, shall not, by reason only of the omission or alteration, render any act or thing invalid.

(3) The notes to, and instructions in, the forms shall be considered as instructions which it is expedient to follow in all cases to which the notes and instructions apply.

2012-2014.

Chapter 2

APPLICATION OF AIR FORCE ACT AND RULES OF PROCEDURE TO THE ROYAL CANADIAN AIR FORCE

AIR FORCE ACT

2015. The Air Force Act for the time being in force subject to such modifications and exceptions as are hereinafter set forth shall be applicable to the Royal Canadian Air Force to the same extent and with the same force and effect as if the provisions thereof were regulations made by the Governor in Council under the powers conferred by section 5 of the Air Board Act.

2016. In the application of Part I of the Air Force Act to the Royal Canadian Air Force, as provided by para. 2015 of these regulations, the following exceptions and modifications will be made:—

(1) Section 13 shall not apply.

(2) Section 19. The sum of \$16 shall be substituted for the fine therein mentioned.

(3) Section 30, subsections 3 and 6, the expression “provisions of any laws” shall be substituted for the expression “provisions of this Act,” wherever it appears in the said subsections.

(4) Section 31, subsection 1. The expression “authorized by any law relating to the impressment of carriages” shall be substituted for the expression “authorized by this Act” where it appears in the said subsection.

Subsections 2, 3, 4 and 7. The expression “provisions of any laws” shall be substituted for the expression “provisions of this Act,” wherever it appears in the said subsections.

(5) Section 33. The word “person” shall be substituted for the word “justice” where it appears in the said section.

(6) Section 34. The expression “Air Force” shall be substituted for the expression “regular Air Force,” where it appears in the said subsection.

(7) Section 41 shall not apply, and the following Regulation shall be substituted therefor:—

“Subject as hereinafter provided every person who, while he is subject to these regulations commits any of the offences in this section mentioned shall be deemed to be guilty of an offence against these regulations, and if charged under this section with any such offence (in these regulations referred to as a civil offence) shall be liable to be tried by court-martial, and on conviction to be punished as follows, that is to say:

(1) If he is convicted of treason be liable to suffer death, or such less punishment as is in these regulations mentioned; and

(2) If he is convicted of murder, be liable to suffer death; and

(3) If he is convicted of manslaughter, be liable to suffer penal servitude, or such less punishment as in these regulations mentioned; and

(4) If he is convicted of rape, be liable to suffer penal servitude, or such less punishment, as is in these regulations mentioned; and

(5) If he is convicted of any offence not before in this section particularly specified which when committed in Canada is punishable by the law of Canada be liable, whether the offence is committed in Canada or elsewhere, either to suffer such punishment as might be awarded to him in pursuance of these regulations in respect of an act to the prejudice of good order and air force discipline, or to suffer any punishment assigned for such offence by the law of Canada.

Provided as follows:—

- (a) A person subject to these regulations shall not be tried by court-martial for treason, murder, manslaughter or rape committed at any place in Canada or any other of His Majesty's Dominions, unless such person, at the time the offence was committed, was on active service, and cannot conveniently be tried for such offence by a competent civil court and there is no such court held within one hundred miles measured in a straight line from the place at which the offence was committed.”

(8) Section 42 shall not apply, and the following Regulation shall be substituted therefor:—

“If an officer thinks himself wronged by his commanding officer, and on due application made to him does not receive the redress to which he may consider himself entitled, he may complain to the Defence Council in order to obtain justice, and the Defence Council is hereby required to examine into such complaint, and if the complaint is not redressed and the officer so demands, to make through its president a report to the Governor in Council.”

(9) Section 44, subsection 9, shall not apply.

Subsection 12.—The expression “authorized by the Pay and Allowance Regulations for the Royal Canadian Air Force” shall be substituted for the expression “authorized by this Act,” where it appears in the said subsection.

(10) Section 46 subsection 2 (b). The expression “\$16.00” shall be substituted for the expression “10 shillings,” where it appears in the said subsection.

Subsection 2 (c).—The expression “authorized by the Pay and Allowance Regulations for the Royal Canadian Air Force” shall be substituted for the expression “authorized by this Act,” where it appears in the said subsection.

(10A) In the application to the Royal Canadian Air Force of Section 47 of the Air Force Act, the Adjutant-General, or, in his absence, the Officer acting as Adjutant-General and each District Officer commanding a Military District shall be an additional authority who shall have power to deal summarily with a charge against an officer below the rank of Squadron Leader or against a Warrant Officer, under the provisions of the said Section 47 of the Air Force Act.

(11) Section 48, subsection 1, shall not apply, and the following regulation shall be substituted therefor:—

“A general court-martial shall be convened by the Governor in Council, or by an officer deriving authority to convene a general court-martial immediately or mediately from the Governor in Council.”

(12) Section 52 (1), for the oath therein prescribed, the following form of oath shall be substituted:—

"You.....do swear that you will well and truly try the accused (or accused persons) before the court according to the evidence, and that you will duly administer justice according to law, without partiality, favour, or affection, and you do further swear that, except so far as may be permitted by instructions of "The Defence Council" for the purpose of communicating the sentence to the accused, you will not divulge the sentence of the court until it is duly confirmed, and you do further swear that you will not on any account at any time whatsoever disclose or discover the vote or opinion of any particular member of this court-martial, unless thereunto required in due course of law. So help you GOD."

(13) Section 54, subsection 1, shall not apply, and the following regulation shall be substituted therefor:—

"In the case of a general court-martial, the Governor in Council or some officer deriving authority to confirm the findings and sentence of general courts-martial immediately or mediately from the Governor in Council." Subsections 7, 8 and 9 shall not apply.

(14) Section 57, subsection 2. For the authority therein mentioned as having power to mitigate, remit or commute the punishments awarded by a sentence passed by a court-martial, the following authorities shall be substituted therefor:—

"As respects persons undergoing sentences in any place whatever, the Governor in Council or The Defence Council, or the Officer Commanding the District or Station where the person subject to such punishment may for the time be, or any Prescribing Officer."

(15) Section 57A, subsection 9. The expression "The Defence Council" shall be substituted for the expression "Air Council" wherever it appears in the said subsection.

(16) Sections 58-67, both inclusive, shall not apply. The provisions relating to the committal and removal of persons sentenced to penal servitude, imprisonment or detention, and relating to the execution of sentences are contained in paragraph 607-662A of chapter VIII of these regulations.

(17) Section 73. Subsection 3. The expression "the Minister" shall be substituted for the expression "The Air Council," where the same appears in the said subsection.

(18) Section 75. The expression "The Defence Council" shall be substituted for the expression "Air Council," wherever it appears in the said section.

2017. Part II of the Air Force Act shall not apply.

2018. Part III of the Air Force Act shall not apply.

2019. In the application of Part IV of the Air Force Act to the Royal Canadian Air Force as provided by Para. 2015 of these regulations, the following exceptions and modifications will be made:—

(1) Section 122. The powers conferred upon His Majesty by this section shall be vested in and exercisable by the Governor in Council.

(2) Section 125, subsection 1. The following regulation shall be substituted for the said subsection:—

"Every person who is not otherwise subject to those regulations who is required to give evidence before a court-martial may be summoned or ordered to attend by order under the hand of the convening officer, the president of the court, the judge-advocate or the commanding officer of the accused, and shall be entitled to receive such travelling expenses and fees as are authorized to be paid by the Pay and Allowance Regulations for the Royal Canadian Air Force."

(3) Section 127 shall not apply.

(4) Section 128. The following regulation shall be substituted for the said section:—

"A court-martial under these regulations shall in the reception or rejection of evidence observe and be bound only by the laws in behalf passed by the Parliament of Canada, and by the provisions of these regulations."

(5) Sections 132, 134 and 135 shall not apply.

(6) Section 136 shall not apply, and the following regulation shall be substituted therefor:—

"The pay of an officer or airman of the Air Force shall be paid without any deduction other than the deduction authorized by the Governor in Council, or by any law passed by the Parliament of Canada."

(7) Section 137, subsection 1. For the term "Air Council" where it appears, the term "Minister" will be substituted.

Subsection 4 shall not apply.

(8) Section 138 will apply except where inconsistent with Pay and Allowance Regulations for the Royal Canadian Air Force.

(9) Section 139 shall not apply, and the following regulation shall be substituted therefor:—

"Any deduction of pay authorized by the Air Force Act or by any regulation may be remitted in such manner and by such authority as may be from time to time provided by the Governor in Council."

(10) Section 140, subsection 1, for the expression "Air Council," where it appears in the said subsection "The Governor in Council" will be substituted.

Subsection 3. In so far as concerns the application of this section to the Royal Canadian Air Force, the expression "until His Majesty's order respecting it has been signified through His Secretary of State" shall mean the order of the Governor in Council, signified through the Minister.

(11) Sections 141, 142 and 143 shall not apply.

(12) Section 144. The expression "Air Force" shall be substituted for the expression "Regular Air Force" wherever it occurs in the said section.

Subsection 1 (b). The sum of "\$150" shall be substituted for the sum of "£30."

(13) Sections 145 to 156A, both inclusive, shall not apply.

(14) Sections 158, subsection 1, the expression "six months" shall be substituted for the expression "three months" where it occurs in the tenth line of the said subsection.

(15) Section 161, shall not apply, and the following regulation shall be substituted therefor:—

“A person shall not in pursuance of these regulations be tried or punished for any offence triable by court-martial committed more than three years before the date at which his trial began, except in the case of the offence of mutiny, or desertion; but this section shall not affect the jurisdiction of a civil court in the case of an offence triable by such court, as well as by court-martial.”

(16) Section 162, shall not apply, and the following regulation shall be substituted therefor:—

“(i) Nothing in this regulation shall exempt an officer or airman from being proceeded against by the ordinary course of law, when accused or convicted of any offence, except such an offence as is declared by any law not to be a crime for the purpose of the provisions of this regulation relating to taking an airman out of His Majesty’s service.”

(ii) If an officer—

(a) Neglects or refuses on application to deliver over to the civil magistrate any officer or airman under his command who is so accused or convicted as aforesaid; or

(b) Wilfully obstructs or neglects or refuses to assist constables or other peace officers in apprehending any such officer or airman;

such commanding officer shall be liable, on summary conviction under the Criminal Code, to six months’ imprisonment or to both fine and imprisonment.

(17) Section 163.

(a) The expression “Air Force” shall be substituted for the expression “His Majesty’s Regular Air Force” wherever it appears in the said section.

(b) The expression “the Minister” shall be substituted for the expression “The Secretary of State” wherever it appears in the said section.

(c) The expression “The Defence Council” shall be substituted for the expression “The Air Council or the Army Council” wherever they appear in the said section.

Subsection (K). The expression "A peace officer in charge of a police station in the United Kingdom" shall mean in relation to the Royal Canadian Air Force "any peace officer or constable who delivered into air force custody the officer or airman referred to in the said subsection."

(18) Section 164. For the expression "A fee of 3 shillings" where it appears in the said section, the expression "such fee as is authorized by law" shall be substituted.

(19) Section 165. The expression "the Minister" shall be substituted for the expression "a Secretary of State" where it appears in the said section.

(20) Sections 166 to 169, both inclusive, shall not apply.

(21) Section 172. This section shall be applicable to the Royal Canadian Air Force to the same extent and in the same manner as if the order therein referred is authorized to be made by The Defence Council, or the Minister, and the said section shall be so construed as if the expression "The Defence Council" or "the Minister" were substituted for the expression "The Air Council" wherever the same appears.

(22) Sections 173, 174, 174a shall not apply.

2020. In the application of Part V of the Air Force Act to the Royal Canadian Air Force as provided by Para. 2015 of this regulation, the following exceptions and modifications will be made:—

(1) Sections 175 and 176 shall not apply.

(2) Sections 178, 179 and 179a shall not apply.

(3) Sections 180 and 181 shall not apply.

(4) Section 183. The expression "The Defence Council" shall be substituted for the expression "The Air Council" wherever the same appears.

(5) Sections 184, 184a, and 185 shall not apply.

(6) Sections 187 and 188 shall not apply.

(7) Section 190. Unless inconsistent with these regulations or the definitions contained in such regulations, the definition contained and set forth in the said section 190 shall apply to the Royal Canadian Air Force.

RULES OF PROCEDURE

2021. The "Rules of Procedure" made under Section 70 of the Air Force Act, subject to such modifications and exceptions as are hereinafter set forth and all amendments to such rules of procedure, unless otherwise ordered by the Governor in Council, shall be applicable to the R.C.A.F. to the same extent and with the same force and effect as if the provisions thereof were regulations made by the Governor in Council under the powers conferred by Section 5 of the Air Board Act.

2022. In the application of the Rules of Procedure to the R.C.A.F., as provided by Para. 2021 of these regulations, the following exceptions and modifications will be made.

(1) Rule of Procedure 10. For the expression "Air Council" wherever it appears in this rule, "The Defence Council" shall be substituted.

For the last paragraph of the said rule, there shall be substituted the following:—

"In this rule the expression "superior officer" means an officer not below the rank of air commodore, who is also of superior rank to the commanding officer who awarded the punishment, and such expression shall also mean the officer commanding the military district who is charged with the supervision of the administration of discipline in the unit or detachment of the air force by whose commanding officer the punishment was awarded, provided, however, that such officer commanding the military district shall be of superior corresponding rank to the commanding officer who awarded the punishment."

(2) Rule of Procedure 17 (C) shall not apply, and the following regulation shall be substituted therefor:—

"If more than fifteen days in Canada, or more than thirty days elsewhere, elapse between the time when an officer having power to convene a general or district court-martial, or to deal summarily with a case, receives an application for a court-martial, or to deal summarily with a case, and the date at which the case is disposed of, either by the assembly of a general or district court-martial, or otherwise, the officer shall report the case, and the reasons for the delay to the Minister."

(3) Rule of Procedure 28 (a). For the form of declaration therein prescribed, the following form of declaration shall be substituted:—

“ I, _____ do solemnly declare that I will well and truly try the accused before the court according to the evidence, and that I will duly administer justice according to law, without partiality, favour or affection, and I do further solemnly promise and declare that, except so far as may be permitted by instructions of The Defence Council for the purpose of communicating the sentence to the accused, I will not divulge the sentence of the court until it is duly confirmed, and further that I will not on any account, at any time whatsoever, disclose or discover the vote or opinion of any particular member of this court-martial, unless thereunto required in due course of law.”

(4) Rule of Procedure 47. The expression “Air Force List” as used in this Rule shall, in the application of the said Rule to the R.C.A.F. mean any official list of officers which is used for seniority purpose.

(5) Rule of Procedure 73, shall not apply and the following regulation shall be substituted therefor:—

“(A) A court-martial shall not receive evidence for the prosecution which is not relevant to the facts stated in the statement of particulars in the charge, or any evidence which is not admissible either according to any laws passed by the Parliament of Canada concerning the reception or rejection of evidence, or under these regulations.

“(B) The Rules of Procedure adopted in civil courts in Canada will be followed by courts-martial, and objections to any question to a witness or to the admission of any evidence may be made accordingly, and a person will not be required to answer any question or to produce any document which he could not be required to answer or produce in a like proceeding before a civil court in Canada.

“(C) By ‘civil court’ in this rule is meant a court of ordinary criminal jurisdiction in Canada, including a court of summary jurisdiction.”

(6) Rule of Procedure 98, shall not apply, and the following regulation shall be substituted therefor:—

"The proceedings of a court-martial shall, after promulgation, be forwarded, as circumstances require, to the judge advocate-general, National Defence Headquarters, and there preserved for not less, in the case of a general court-martial, than seven years, and in the case of any other court-martial, than three years."

(7) Rule of Procedure 99. For the expression "the actual cost of the copy required, not exceeding two pence" there shall be substituted "the actual cost of the copy required, not exceeding four cents."

(8) Rule of Procedure 124. For the expression "Air Council" wherever it appears in the said rule the expression "the Minister" shall be substituted.

(9) Rule of Procedure 126 (A), (B), (C), (D) is not applicable. The provisions prescribing the committing, removing and commuting authority are contained in paragraphs 600-665 of these regulations.

Subsection (E) shall not apply, and the following regulation shall be substituted therefor:—

"The expression 'prescribed officer' for the purpose of Section 43 of the Air Force Act means 'the officer commanding the military district wherein the airman may for the time being be'."

Subsection (F) shall not apply, and the following regulation shall be substituted therefor:—

"The expression 'prescribed officer' for the purpose of subsection 3, of section 73, of the Air Force Act means:—

- (i) As respects an airman serving in Canada, the officer commanding the military district within which the airman may for the time being be.
- (ii) As respects an airman serving outside Canada, the air or other officer in command of the Air Force in the command where the airman is.

(10) Rule of Procedure 129. In the application of this Rule, in so far as it forms part of the Law of Canada, to the Royal Canadian Air Force, the expression "King's Regulations and Air Council Instructions," wherever the same appears in the said Rule, shall mean the King's Regulations and Orders for the Royal Canadian Air Force.

(11) Rule of Procedure 130 shall not apply.

Appendix I

CHAPTER 15

STATUTES OF CANADA, 1940

AN ACT RESPECTING THE ROYAL CANADIAN
AIR FORCE*(Assented to 21st June, 1940.)*

WHEREAS an air force has been constituted by the Governor in Council pursuant to the powers conferred by the *Aeronautics Act*, and His Majesty has been graciously pleased to authorize the said Force to be known as the Royal Canadian Air Force; and Whereas it is desirable that further provisions should be made in respect of the constitution and government of the said force, which is hereinafter referred to as the "air force": Therefore His Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:—

SHORT TITLE

1. This Act may be referred to as *The Royal Canadian Air Force Act*. Short title.

INTERPRETATION

2. In this Act unless the context otherwise Definitions. requires:—

- (a) "air force works" includes aerodromes, "air force air harbours, hangars, barracks and other works". property used for air force purposes;
- (b) "airman" means a person who is liable "airman". under this Act or the regulations to perform air force duty otherwise than as an officer;
- (c) "emergency" means war, invasion, riot or "emergency". insurrection, real or apprehended;
- (d) "Minister" means the Minister of Na- "Minister". tional Defence;

- (e) "officer" means a person commissioned by "officer".
His Majesty as an officer in the air force and includes a person commissioned by His Majesty in any other of His Majesty's forces who, by virtue of this Act or the regulations, is entitled to exercise the functions of an officer of the air force;
- (f) "on active service" as defining any period means, in respect to any officer or airman, the period beginning when such officer or airman is ordered for duty by reason of an emergency and ending when he is released from such duty; "on active service".
- (g) "on service" as defining any period means, "on service".
in respect to any officer or airman, the period beginning when he is ordered for duty otherwise than by reason of an emergency, and ending when he is released from such duty;
- (h) "prescribed" means prescribed by this "prescribed".
Act or by regulation or order made by or with the authority of the Governor in Council;
- (i) "regulation" means a regulation made by "regulation".
the Governor in Council under the authority of this Act;
- (j) "unit" means any body of the air force "unit".
constituted for the purpose of administration or command and to which officers or airmen may be attached for duty.

3. The *Interpretation Act* and the last preceding section shall apply to all regulations made under this Act. Interpretation Act to apply.
R.S., c.1.

COMMAND

4. The command in chief of the air force is declared to continue to be vested in the King, and shall be exercisable by his Majesty or by the Governor General on His Majesty's behalf. Command in chief.

5. The air force shall continue as presently constituted under the *Aeronautics Act* and all R.C.A.F. continued as now constituted.

orders in council and other orders made in virtue of that Act shall, in so far as they are not inconsistent with this Act, continue in force until rescinded or altered hereunder.

6. Persons in this section mentioned shall be subject to this Act as officers or airmen in the circumstances hereinafter defined, namely:—

- | | |
|---|---|
| <p>(a) every officer and airman when</p> <p style="padding-left: 40px;">(i) in pay as such, or</p> <p style="padding-left: 40px;">(ii) on service or on active service, or</p> <p style="padding-left: 40px;">(iii) in air force uniform, or</p> <p style="padding-left: 40px;">(iv) on any aerodrome, air harbour or other property occupied by the air force, or</p> <p style="padding-left: 40px;">(v) serving with any unit of the air force, the members of which are at the time subject to this Act, or</p> <p style="padding-left: 40px;">(vi) present, whether in uniform or not, at any drill, parade or exercise of any unit of the air force;</p> <p>(b) every officer, petty officer, non-commissioned officer, seaman, soldier and constable of the naval forces, of the militia or of the Royal Canadian Mounted Police while attached or lent to the air force;</p> <p>(c) subject to such exceptions, adaptations and modifications as may be directed by the Governor in Council under the <i>Visiting Forces (British Commonwealth) Act, 1933</i>, every officer and member of any force to which the said Act applies when such officer or member of such force is attached to the air force;</p> <p>(d) every person accompanying any part of the air force on active service who holds from the commanding officer of such part a pass entitling him to be treated on the footing of an officer;</p> <p>(e) every person not otherwise subject to this Act who is employed by or in the service</p> | <p>Persons subject to the Act.</p> <p>Officers and airmen.</p> <p>Members naval forces, militia and R.C.M.P.</p> <p>Members British forces.</p> <p>Persons holding passes.</p> <p>Followers and employed persons.</p> |
|---|---|

of any part of the air force when on active service or who is a follower of or accompanies any part of the air force when on such service.

7. (1) Airmen may be enlisted for continuous service in pay for any period not longer than five years and may be enlisted for non-continuous service, while remaining free to engage in a civil occupation, for any period not longer than three years.

Enlistment of airmen for three or five years.

(2) The term of service of any airman which expires during an emergency shall be subject to extension with his consent until the emergency comes to an end and for not more than one year thereafter, and shall be subject to extension without his consent until the emergency comes to an end or for one year, whichever is the shorter period.

Extension of term of service in emergencies.

(3) Notwithstanding anything in this section contained, an airman who, on his enlistment in, or in anticipation of an emergency, has engaged to serve on active service during such emergency, may be required to serve in accordance with the terms of his engagement.

Service in accordance with terms of engagement.

8. The Governor in Council may at any time call out any unit of the air force or any officer or airman of such force on service when required for duty, and may call out any such unit, officer or airman on active service in an emergency.

Calling out air force.

9. (1) When an officer performing the duties of a district officer commanding a military district has called out the active militia or any portion thereof in aid of the civil power under the provisions of the *Militia Act* and considers that the services of any part of the air force are necessary for the purpose of assisting the militia so called out, he may address to the Minister a request stating the nature and extent of the assistance from the air force which he deems necessary, and upon receiving such request the

Aid to civil power.

R.S., c. 132.

Minister may authorize the appropriate officer of the air force to call out on active service such units of the air force or officers and airmen thereof, together with their aircraft and equipment, as the Minister considers proper in view of such request.

(2) Every unit, officer and airman called out under this section shall remain on active service until further order, and every such officer or airman shall while on such service have the powers of a peace officer. Powers of peace officer.

(3) All expenses and costs incurred by His Majesty by reason of any unit of the air force being placed on active service in aid of the civil power shall be payable and recoverable in the same way as like expenses and costs in the case of the militia. Expenses.

10. (1) The officer commanding any unit of the air force on active service may, subject to regulations, enter upon, take or destroy any private property, real or personal, required to be entered upon, taken or destroyed for the purpose of meeting the emergency. Interference with property in emergencies.

(2) Any person who suffers damage by reason of the exercise of the powers by this section conferred shall be compensated from the Consolidated Revenue Fund of Canada. Compensation

AIR FORCE LAW

11. The provisions of the *Air Force Act* for the time being in force in the United Kingdom and not inconsistent with this Act or with any regulation, shall have force and effect as if such provisions formed part of this Act, and any powers conferred by the said Act shall be exercisable by the Governor in Council, or by such person as may be specified by regulation. Application of Air Force Act (U.K.).

12. (1) An officer or airman who is alleged to have committed an offence under this Act while on service or active service may be charged Liability for air force offences.

with such offence under this Act at any time during such service or active service or within six months following the termination thereof.

(2) Any officer or airman so charged shall for the purpose of the disposition of such charge continue to be subject to this Act until the charge has been disposed of by court-martial or as otherwise authorized by this Act, and thereafter until any punishment awarded has been completed. Disposition when charge laid.

(3) Any officer or airman charged with desertion may be charged, tried and punished under this Act for such offence at any time, and shall remain subject to this Act accordingly. Desertion.

13. An officer of the air force shall be eligible and may be ordered to serve on any court-martial constituted under any statute to try any person not subject to this Act. Air Force officers may act on any court.

14. (1) A warrant for the imprisonment of any person sentenced to imprisonment by an air force court-martial may, if the sentence is for less than two years, direct the person sentenced to be imprisoned either in any place specially appointed for the imprisonment of offenders under this Act, the *Naval Service Act* or the *Militia Act*, or in the common gaol or other lawful prison or place of confinement, other than a penitentiary, nearest to the place at which the sentence was pronounced, but if the sentence is for imprisonment for two years or more, the warrant shall direct the person sentenced to be imprisoned in a penitentiary. Imprisonment for air force offences.
R.S., c. 139.
R.S., c. 132.

(2) Every officer in charge of any place specially appointed for the imprisonment of offenders under this Act, the *Naval Service Act* or the *Militia Act*, and every governor, keeper or warden of every gaol, prison or penitentiary in Canada shall receive and detain any person delivered into his custody and named in such Custody of prisoners.
R.S., c. 139.
R.S., c. 132.

warrant addressed to him, and shall confine such prisoner until discharged or delivered over in due course of law.

15. The property in any money or other chattel held by any person for the use or benefit of the air force or any unit thereof shall, for the purpose of any legal proceedings, be deemed to be in His Majesty. Air Force property in His Majesty.

16. (1) The Governor in Council may make regulations not inconsistent with the provisions of this Act relating to Regulations.

- (a) the organization, discipline, training and good government of the air force;
- (b) the pay and allowances of officers and airmen;
- (c) air force works, equipment and supplies and the custody, supervision, use and issue thereof;
- (d) the provision of the transport of officers and airmen and the compensation payable therefor; and
- (e) the ascertainment of the compensation payable for damage suffered by members of the public by reason of air force training or by reason of the entering upon, taking or destruction of property in an emergency.

(2) Any such regulation shall, upon publication in the *Canada Gazette*, have the same force in law as if it had formed part of this Act, and shall be laid before both Houses of Parliament within ten days after such publication, if Parliament is then sitting, and if Parliament is not then sitting, then within ten days after the commencement of the next session thereof. Publication of regulations.
Laid before Parliament.

17. Any person who interferes with the training or movement of any unit, officer or airman on service or on active service shall be liable on Interference with training or movement.

summary conviction to a fine not exceeding two hundred dollars or to six months' imprisonment or to both fine and imprisonment.

18. All sums of money payable under this Act by way of compensation for damage arising from acts done in case of emergency or for the pay, allowance and other expenses incurred by reason of the calling out of officers or airmen on active service during such emergency may be paid out of the Consolidated Revenue Fund upon warrant directed by the Governor General to the Minister of Finance.

Payments
from
Consolidated
Revenue
Fund.

APPENDIX II

ORDERS TO REGULATE ADMISSION TO THE
NATIONAL DEFENCES

General Instructions

1. The following rules are to be observed in granting permission to visit military works:—

- (i) Every practicable facility is to be afforded to officers of the Local Defence Committee, and to those who require to visit military works in the performance of their duties.
- (ii) All who have business in military works are to be required to treat the information they obtain there as confidential.
- (iii) Persons having no business in military works are to be denied access to them.

2. General and other officers commanding are responsible that no unauthorized person gains admission to any military works in their commands.

Admission without Pass

3. The following may be admitted without passes to military works (except to position-finding cells, torpedo building, magazines and storehouses):—*†

Officers, warrant officers, non-commissioned officers and men of the Army, Permanent Active Militia, Non-Permanent Active Militia, Navy, Marine Forces, Permanent Active Air Force and Auxiliary Active Air Force when on duty.

4. The following may be admitted without passes to the residential portions only of occupied works:—

- (i) Officers, warrant officers, non-commissioned officers and men of the Army, Permanent Active Militia, Non-Permanent Active Militia, Navy, Marine Forces, Permanent Active Air Force and Auxiliary Active Air Force.
- (ii) Caretakers.
- (iii) Wives, families, friends and servants of the residents.

Admission with Pass

5. The admission of persons to either defensive or residential portions of completed works otherwise than as specified in paras. 3 and 4 will be by pass.

6. Passes for admission are as follows:—

- (i) Special pass (white) issued only by the Adjutant-General. It admits to all works, including position-finding cells, torpedo buildings, magazines, and storehouse.*
- (ii) District pass (white).
District pass (white and red).
- (iii) Visitor's pass (yellow).
- (iv) Works pass (red).
- (v) Trading pass (blue).

Passes (ii), (iii), (iv) and (v) are issued at the discretion of the D.O's.C. under the conditions hereinafter specified. They are bound in books containing fifty (50) each, with counterfoils. The number of passes issued is to be kept as low as possible. If a pass has been lost or cancelled, instructions should immediately be sent to works concerned to prevent the pass being improperly used.

7. The white district pass will be issued to such officers, warrant officers, non-commissioned officers and men, and members of the staff for Engineer Services as the D.O.C. may authorize and will be applicable when admission is not covered by the rules in paras. 3, 4, and 11.

8. The visitor's pass will not be issued to any person who is not a British subject, unless the sanction of the Minister has been obtained, and any foreign subject authorized to receive a pass can only be allowed to use it when accompanied by an officer. This pass will in no case admit the holder to position-finding cells, torpedo buildings, magazines or storehouses.*

9. The works pass will be issued to authorized workmen. A deposit of one dollar may be demanded on issue and will be returned on surrender of the pass, but the exaction of the deposit is left to the discretion of the D.O.C. See also para. 11.

10. The trading pass will be issued to tradesmen authorized to enter the residential portion of military works.

* For instructions as to admission to these buildings, see para. 11 of this Appendix.

† Ordnance magazines and storehouses are not referred to in these orders.

11. No person is to be allowed to enter position-finding cells, torpedo buildings, magazines or storehouses,* without a special pass, unless he has special duties to perform which render his admission necessary in which case the red and white district pass will be issued. These passes, whether held by officers or others, are only available for admission to the places named thereon. Where officers or soldiers in uniform are ordered to perform military duty, in any position-finding cell, torpedo building, magazine, or storehouse, passes may be dispensed with at the discretion of the D.O.C.

12. Orders are to be issued directing sentries in the first place to refer holders of all passes to the non-commissioned officer of the guard who will carefully examine the passes and retain all visitors' passes. Sentries will be ordered not to permit the holders of special, district, or visitors' passes to have access to any of the defences, or the holders of district or works passes to have access to any of the building mentioned in para. 11 until they have received the orders of the non-commissioned officer of the guard.

13. Information is not to be given regarding the construction of works, or machinery in connection with them, except to British officers in uniform, to holders of the district and works passes when necessary for the performance of their duty, and to holders of the special pass.

14. Except when necessary in the performance of duty, holders of passes of any kind are not to be permitted to make any written note, drawing, photograph, or measurement of any work, whether completely constructed or not, nor of any gun, machinery or apparatus.

15. In each work or establishment which in the opinion of the D.O.C. is of sufficient importance to require special safeguarding from observation, a register (M.S. Book) will

APPENDIX II

be kept in which the visitors holding special, district or visitors' passes will be required to sign their names on entering. The custodian of the register is to note in it against the signature of the person admitted the following particulars:—

- (i) Date of the visit.
- (ii) Description of pass and date for which it is available.
- (iii) Name of the officer issuing the pass and date of issue.

As soon as these particulars have been recorded in the case of a visitor's pass, the pass is to be destroyed by the custodian who will tear it into small pieces and note the fact in the register that he has done so.

16. The register referred to in paragraph 15 will be inspected by the general or other officer commanding periodically.

Appendix III**REPORTS AND RETURNS**

The reports and returns specified below are to be furnished in time of peace by the officer indicated. The returns are to be transmitted to Defence Headquarters, through the usual channels, by O's.C. of the Permanent Active Air Force.

Description of Return	No. of Form	When to be sent
<i>Yearly</i>		
Confidential Reports on Officers.....	15th December.
Permanent Active Air Force.....	31st December.
Efficiency Report on Officers on Instructional Cadre.....	M.S.....	31st March.
Return of Permanent Active Air Force.....	31st March.
Return of Courts-Martial.....	M.S.....	31st March.
Return of Certificate granted.....	M.S.....	As required.
Requisition for Forms and Books.....	1st February.
Estimate for Fuel.....	1st November.
Return of Secret Documents and Maps.....
<i>Half-Yearly</i>		
Requisition for Stationery.....	1st January-1st July.
Return of Army and Air Force.....	M.S.....	15th January-15th July.
Reserves on Strength of Units (in duplicate).....
<i>Quarterly</i>		
Return of Signallers.....	31st March-30th June-30th September-31st December.

Description of Return	No. of Form	When to be Sent
<i>Monthly</i>		
Return of Transport issued.....		1st of the month (by officers authorized to issue transport requisitions).
Certificate of Settlement of Officers' Mess Accounts.....	M.S.	End of month—To O.C. District only.
Return of Deserters.....		End of month—Duplicate to District Paymaster.
Return of Airmen discharged by purchase.....		“ “ “
Return of Courts-Martial.....		“ “ “
Return of leave granted to Officers.....		“ “ “
Return of Recruits Enlisted.....		“ “ “
Return of Barrack Accommodation and Lodging Money —in duplicate.		6th of each month.
Clothing Returns.....		Paymaster, not later than 7th day ensuing month.
Copies Part II Unit Orders.....		Weekly and at end of month to District Paymaster and to Officers i/c Records.
Monthly Fuel Return.....		15th of month following to S.S. & T.O.
Monthly Light Return.....		“ “ “
Provision and Supply Ledger (with vouchers).....		“ “ “
Return of Men Discharged otherwise than by purchase.		End of month.
<i>Semi-Monthly</i>		
Semi-Monthly Parade States.....	M.S.	15th and end of each month.
Special Report on newly appointed officers.....		On completion of each year of service for first three years after appointment.

Appendix IV

EXTRACT FROM CHAPTER 146 REVISED
STATUTES OF CANADA 1906

Information illegally obtained or communicated

Every person is guilty of an indictable offence and liable to imprisonment for one year, or to a fine not exceeding one hundred dollars, or to both imprisonment and fine, who,—

- (a) for the purpose of wrongfully obtaining information,
 - (i) enters or is in any part of a fortress, arsenal, factory, dockyard, camp, ship, office, or other like place in Canada belonging to His Majesty, in which part he is not entitled to be;
 - (ii) when lawfully or unlawfully in any such place as aforesaid, either obtains any document, sketch, plan, model or knowledge of anything, which he is not entitled to obtain, or takes without lawful authority any sketch or plan; or
 - (iii) when outside any fortress, arsenal, factory, dockyard, or camp in Canada belonging to His Majesty, takes or attempts to take, without authority given by or on behalf of His Majesty, any sketch or plan of that fortress, arsenal, factory, dockyard or camp; or
- (b) knowingly having possession of, or control over any document, sketch, plan, model or knowledge obtained or taken by means of any act which constitutes an offence against this and the next following section, at any time wilfully and without lawful authority communicates or attempts to communicate the same to any person to whom the same ought not in the interests of the state, to be communicated at that time; or
- (c) after having been entrusted in confidence by some officer of His Majesty with any document, sketch, plan, model or information relating to any such

place as aforesaid, or to the naval or military affairs of His Majesty, wilfully, and in breach of such confidence communicates the same when, in the interests of the state, it ought not to be communicated; or

- (d) having possession of any document relating to any fortress, arsenal, factory, dockyard, camp, ship, office, or other like place belonging to His Majesty, or to the naval or military affairs of His Majesty, in whatever manner the same has been obtained or taken, at any time wilfully communicates the same to any person to whom he knows the same ought not, in the interests of the state, to be then communicated.

(2) Every one who commits any such offence intending to communicate to a foreign state any information, document, sketch, plan, model or knowledge obtained or taken by him, or entrusted to him as aforesaid, or communicates the same to any agent of a foreign state, is guilty of an indictable offence and liable to imprisonment for life. 55-56 V., c. 29, s. 77.

Every one who, by means of his holding or having held, an office under His Majesty, has lawfully or unlawfully either obtained possession of or control over any document, sketch, plan, or model, or acquired any information, and at any time corruptly, or contrary to his official duty, communicates or attempts to communicate such document, sketch, plan, model or information to any person to whom the same ought not, in the interests of the state, or otherwise in the public interest, to be then communicated is guilty of an indictable offence and liable:—

- (a) if the communication was made or attempted to be made to a foreign state, to imprisonment for life; and
- (b) in any other case, to imprisonment for one year, or to a fine not exceeding one hundred dollars or to both imprisonment and fine.

2. This section shall apply to a person holding a contract with His Majesty, or with any department of the Government of the United Kingdom, or of the Gov-

ernment of Canada, or of any province, or with the holder of any office under His Majesty as such holder, where such contract involves an obligation of secrecy, and to any person employed by any person or body of persons holding such a contract who is under a like obligation of secrecy, as if the person holding the contract, and the person so employed, were respectively holders of an office under His Majesty. 55-56 V., c. 29, s. 78.

No person shall be prosecuted for the offence of unlawfully obtaining and communicating official information, without the consent of the Attorney-General or of the Attorney-General of Canada. 55-56 V., c. 29, s. 543.

Appendix V

FORMS OF COMMITMENT, REMOVAL AND
DISCHARGE FROM CUSTODY

FORM A

Form or Order for Commitment to a
Penitentiary for Air Force Convict
Sentenced in Canada to Penal
Servitude

Whereas (Name...., Number.... Rank....) of the (unit), was by general court-martial, held at, convicted of the offence of (a) and, by a sentence signed on the day of 19.., sentenced (b) to suffer penal servitude, for years, commencing on the aforesaid day, and such sentence has been confirmed, as required by law.†

†Add if
necessary
"with a
remission
of years."

Now, therefore, I, the undersigned, the..... do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all acts and powers enabling me in this behalf, order that the said convict shall be, as soon as practicable, transferred to a penitentiary.

And I do hereby in pursuance of the above-mentioned Regulations, and of all other Acts and powers thereto enabling order the warden of the penitentiary to whom the convict is brought to receive him into his custody and detain him accordingly, and for so doing this shall be sufficient warrant.

Signed this day of 19 ..

C.D.

FORM B

Form of Order for Commitment of Air
Force Convict Sentenced in a Foreign
Country to Penal Servitude

Whereas (Name No. rank), of the (unit), was by general court-martial held at, convicted of the offence of

(a) and by sentence signed on the ... day of ... 19...., sentenced (b) to suffer penal servitude for years, commencing on the aforesaid day, and such sentence, has been confirmed by, as required by law.†

†Add if necessary "with a remission of years."

NOTES.—(a) If there are several offences, state all of them. An offence should be stated in the words of the charge on which the convict was convicted, but if modified by the finding, as so modified; omitting the statement of particulars giving the details of time, place and circumstances.

(b) Where the sentence was death, but has been commuted to penal servitude, substitute "to suffer death, and such sentence was confirmed by..... as required by law, and was commuted to..... years' penal servitude commencing on the aforesaid day."

Now, therefore, I, the undersigned, the do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all acts and powers, enabling me in this behalf order that the said convict shall be, as soon as practicable, transferred to a penitentiary in Canada, there to undergo his sentence according to law.

And I do hereby, in pursuance of the above mentioned Regulations, Acts and Powers, order the Warden of any such penitentiary as aforesaid to whom the convict is brought to receive him into his custody and detain him accordingly, and for so doing this shall be sufficient warrant.

And for the above purpose, I, the undersigned, do hereby further, in pursuance of the above mentioned Regulations, Acts and powers, order that the said convict be moved in the air force custody by (here state route) or such other route as may be directed by proper authority, to the port at or such other port as may be directed by proper authority, thence to be removed by (here state route) to such penitentiary as aforesaid in Canada.

And I do hereby, in pursuance of the above mentioned Regulations, Acts and Powers, order the officer or non-commissioned officer in charge

of any detention barrack, and also the Governor or chief officer of any prison, air force, military or civil, to whom the convict is brought, to receive the said convict, and to detain him so long as appears reasonably necessary with the view to his said removal, and to deliver him when required for the purpose of such removal, and for so doing this shall be sufficient warrant.

Signed at.....this.....day of.....19..

C. D.

In case an alteration of the route above mentioned becomes necessary (a) the following order may be made and repeated by the removing authority as often as necessary.

Whereas for the purpose of better carrying into effect the above order for the removal of the above mentioned convict to Canada, it is necessary to alter the route above mentioned, I, the undersigned, the, do hereby, in pursuance of the Regulations of the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf, order that the said convict be removed in air force custody by (here state the route as far as varied) to, thence to be removed as directed by the said order.

Signed at....., this.....day of....., 19..

E. F.

In case of need the following order may be made.

For the purpose of carrying into effect the above order, I, the undersigned, being the..... do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order the Governor or chief officer of prison (or detention barrack) at to receive the above named convict, and to detain him until he can be removed to

and to deliver him when required for the purpose of such removal, and for so doing this shall be sufficient warrant.

Signed at....., this.....day of....., 19..
G. H.

FORM C

Form of Order for Commitment to Prison, Air Force or Civil, or to a Detention Barrack, of Persons Subject to Air Force Law Sentenced either In or Out of Canada to Imprisonment

(a) To the governor or chief officer in charge of prison (or detention barrack) at

Whereas (Name..... No.... Rank) of the (unit) was by a (b) court-martial held at convicted of the offence of (c) and by sentence signed on the day of 19.., sentenced (d) to be imprisoned with† hard labour for, commencing on the aforesaid day, and such sentence has been confirmed by as required by law, (e)

†If the sentence does not specify hard labour alter "with" into "without."

Now, therefore, I, the undersigned, the do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to receive the said person into your custody and detain him to undergo his said sentence according to law, and for so doing this shall be your warrant.

Signed at this day of 19 .
G. H.

NOTES.—(a) Insert "His Majesty's" or as required, according to title of prison.

(b) Insert "General" or "district" as required.

(c) If there are several offences state all of them. An offence should be stated in the words of the charge on which the airman was convicted, but if modified by the finding, as so modified; omitting the statement of particulars containing the details of time, place and circumstances.

(d) Substitute where the original sentence was death or penal servitude which has been commuted to imprisonment "to suffer death and such sentence has been confirmed by _____ as required by law, but has been commuted into imprisonment for _____, with † _____ hard labour, commencing on the aforesaid day" or "to suffer _____ years' penal servitude, and such sentence has been confirmed by _____ as required by law, and has been commuted into imprisonment for _____ with † _____ hard labour, commencing on the aforesaid day."

†If the commutation does not specify hard labour alter "with" into "without."

(e) Add, if necessary "with a remission of _____ or but has been mitigated by the omission of the hard labour" or as the case may be.

FORM D

Form of Order for a Commitment to a Detention Barrack of Persons Subject to the Air Force Law as Airmen, Sentenced either In or Out of Canada to Detention

To the commandant or chief officer of the detention barrack at

Whereas (Name) No..... Rank), of the _____ (unit) was by a (a) _____ court-martial held at _____, convicted of the offence of (b) _____ and, by a sentence signed on the _____ day of _____ 19, sentenced (c) to detention for _____, commencing on the aforesaid day, and such sentence has been confirmed by _____ as required by law (d)

Now, therefore, I the undersigned, being the _____ do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all other Acts and powers enabling me in this behalf, order you to receive the said airman into your custody and detain him to undergo his said sentence according to law, and for so doing this shall be your warrant.

Signed at this day of 19..

G. H.

FORM E

**Form of Order respecting Imprisonment
under Sentence Passed Out of Canada
and to be Undergone in Canada**

Whereas (Name No. Rank) of the
(unit), was by a (e) court-martial
held at convicted of the offence of (f),
and by a sentence signed on the day of
19 , sentenced (g) to be imprisoned with*
hard labour for , commencing on the afore-
said day, and such sentence has been confirmed
by , as required by law (h).

* If the
sentence
does not
specify
hard labour
alter
"with" into
"without."

NOTES: (a) Insert "general" or "district" as required.
(b) See note (c) to last form.

(c) Substitute where the original sentence was death,
penal servitude or imprisonment which has been
commuted to detention "to suffer death, and such
sentence has been confirmed by , as
required by law, but has been commuted into deten-
tion for commencing on the aforesaid
day," or "to be imprisoned with (or without) hard
labour for commencing on the aforesaid day, and
such sentence has been commuted into detention
for commencing on the aforesaid day.

(d) Add, if necessary "with a remission of, etc."

(e) Insert "general" or "district" as required.

(f) If there are several offences, state all of them.
An offence should be stated in the words of the
charge on which the airman was convicted, but if
modified by the finding, as so modified; omitting
the statement of particulars containing the details
of time, place and circumstances.

(g) Substitute, where the original sentence was
death or penal servitude which has been commuted
to imprisonment "to suffer death, and
such sentence has been confirmed by as
required by law, but has been commuted into im-
prisonment for with* hard
labour commencing on the aforesaid day or "to
suffer years' penal servitude and such sen-
tence has been confirmed by as required
by law, and has been commuted into imprisonment
for with* hard labour com-
mencing on the aforesaid day."

*If the
commutation
does not
specify
hard labour
alter
"with" into
"without."

(h) Add, if necessary, "with a remission of" or
"but has been mitigated by the omission of the
hard labour" or as the case may be.

Now, therefore, I, the undersigned the..... being the committing and removing authority do hereby in pursuance of the Regulations of the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order that the said airman shall be transferred and removed to..... prison (or detention barrack) at in Canada or such other public prison or detention barrack in Canada as any other competent authority may appoint in this behalf there to undergo his sentence according to law.

And I do hereby, in pursuance of the said Regulations, Acts and powers, order the governor or chief officer of any such prison or detention barrack as aforesaid to whom the above airman is brought, to receive the airman into his custody and detain him accordingly, and for so doing this shall be sufficient warrant.

And I do hereby, in pursuance of the said Regulations, Acts and powers, further order that the said airman shall be conveyed in air force custody and detained in air force custody or in a prison, air force or civil, or a detention barrack, so far as appears necessary or proper for effecting his removal to the said prison or detention barrack in Canada.

Signed at this day of 19...
H.I.

**In Case of a Committal to any Intermediate Prison
or Detention Barrack being Necessary (a)**

For the purpose of carrying into effect the above order, I, the undersigned, the do hereby in pursuance of the Regulations of the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf, order the governor or chief officer of the prison or detention barrack at, to receive the said airman and detain him until he can be removed in pursuance of the above order, and

APPENDIX V

to deliver him when required for the purpose of such removal, and for so doing this shall be sufficient warrant.

Signed at this day of 19...

Order on Arrival in Canada of Airman Sentenced to Imprisonment

I, the undersigned, the being the committing and removing authority, do hereby in pursuance of the Regulations for the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf order him to be transferred and removed to the prison or detention barrack to receive him and for so doing this shall be sufficient warrant.

Signed at this day of 19...
K.L.

NOTE.—(a) This order may be repeated as often as necessary by any authority having power to make it.

FORM F

Form of Order respecting Detention under Sentence Passed Out of Canada and to be Undergone in Canada

Whereas (Name No... Rank) of the (unit) was by a (a) court-martial held at convicted of the offence of (b) and by a sentence signed on the day of 19..., sentenced (c) to detention for commencing on the aforesaid day, and such sentence has been confirmed by as required by law (d),

Now, therefore, I, the undersigned, the being the committing and removing authority, do hereby, in pursuance of the Regulations for the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf, order that the detention barrack at in Canada or such other detention barrack in Canada as any other competent authority may

appoint in this behalf, there to undergo his sentence according to law.

And I do hereby, in pursuance of the said Regulations, Acts and powers, order the commandant or chief officer of any such detention barrack as aforesaid to whom the above airman is brought to receive the airman into his custody and detain him accordingly, and for so doing this shall be sufficient warrant.

And I do hereby, in pursuance of the said Regulations, Acts and powers further order that the said airman shall be conveyed in air-force custody and detained in air-force custody or in a detention barrack so far as appears necessary or proper effecting his removal to the said detention barrack in Canada.

Signed at this day of 19...

NOTES:—(a) Insert “general” or “district” as required.

(b) If there are several offences state all of them. An offence should be stated in the words of the charge on which the airman was convicted, but if modified by the finding, as so modified omitting the statement of particulars containing the details of time, place and circumstances.

(c) Substitute, where the original sentence was death, penal servitude, or imprisonment which has been commuted to detention, “to suffer death, and such sentence has been confirmed by as required by law, but has been commuted into detention for..... commencing on the aforesaid day,” or “to be imprisoned with (or without) hard labour for..... commencing on the aforesaid day, and such sentence has been confirmed by as required by law, and has been commuted into detention for commencing on the aforesaid day.”

(d) Add, if necessary, “with a remission of” If the detention was awarded by the commanding officer the form from “Whereas” down to “required by law,” will be replaced by the corresponding provision in Form “G”.

In Case of a Committal to any Intermediate Detention Barrack being Necessary (a)

For the purpose of carrying into effect the above Order, I, the undersigned, the..... do hereby, in pursuance of the Regulations for the

Royal Canadian Air Force and of all Acts and powers enabling me in this behalf order the commandant or chief officer of the detention barrack at to receive the said airman, and detain him until he can be removed, in pursuance of the above Order, and to deliver him when required for the purpose of such removal, and for so doing this shall be sufficient warrant.

Signed at this day of
19..

D.E.

Order on Arrival of Airman in Canada

I, the undersigned, the being the commanding and removing authority, do hereby in pursuance of the Regulations for the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf, order the said airman to be transferred and removed to the detention barrack at to undergo his sentence according to law.

And I do hereby order the commandant or chief officer of that detention barrack to receive him, and for so doing this shall be sufficient warrant.

Signed at this day of 19...

FORM G

Form of Commitment to Detention Barrack on Award of Detention by Commanding Officer

To the commandant or officer or non-commissioned officer in charge of the detention barrack at

Whereas (Name, No., Rank), of the (unit), was on the day of 19.., awarded by his commanding officer detention for for the offence of

Now, therefore, I, the undersigned, being the commanding officer of the said airman, do hereby

in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to receive him into your custody to undergo his sentence according to law, and for so doing this shall be your warrant.

Signed at this day of 19..
D.E.

NOTE.—(a) This order may be repeated as often as necessary by any authority having power to make it.

FORM H

Order for Discharge of Person Subject to Air Force Law undergoing Imprisonment

To the governor, commandant, or chief officer of prison or detention barrack at

Whereas (Name, No., Rank), of the (unit), is now in your custody under a sentence of imprisonment by court-martial.

I, the undersigned, being do hereby order you to discharge the said airman.

Signed at this day of 19..
E.F.

FORM I

Order for Discharge of Person Subject to Air Force Law as Airman undergoing Detention

To the commandant or chief officer of the detention barrack at

Whereas (Name, No., Rank), of the (unit), is now in your custody under a sentence of detention by court-martial.

I, the undersigned, being do hereby order you to discharge the said airman.

Signed at this day of 19..
E.F.

FORM J

**Form of Discharging Order in case of
Detention under the Award of
Commanding Officer**

To the commandant or officer or non-commissioned officer in charge of the detention barrack at

You are hereby required to discharge the airman (Name, No., Rank), of the (unit), now in your custody undergoing his sentence pursuant to the award of his commanding officer.

Signed at this day of 19..
C.D.

Commanding Officer of the above airman.

FORM K

**Order for Removal of Airman undergoing
Imprisonment to be Brought Before
a Court**

To the governor or chief officer of prison or detention barrack at

Whereas (Name., No., Rank), of the (unit), is now in your custody undergoing a sentence of imprisonment passed by court-martial.

I, the undersigned, being do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer bringing this order.

And I do hereby order the said officer or non-commissioned officer, and all other officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody and bring him to there to appear before a (a) court-martial (b) as a witness, and then to return him to the above-named prison (or deten-

tion barrack) or to such other prison (or detention barrack) as may be determined by the proper authority, and to detain him in air-force custody until he is so returned or is discharged in due course of law, and for so doing this shall be sufficient warrant.

C.D.

Signed at this day of 19..

If the prison or detention barrack to which he is returned is altered.

I, the undersigned, being the do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order that he be forthwith returned in air-force custody to prison (or detention barrack) at there to undergo the remainder of his sentence.

Signed at this day of 19..

C.D.

NOTES.—(a) If the facts so require, substitute "civil court."

(b) Substitute, according to the facts, "for trial," or state the other reasons for which he is to be brought.

FORM L

Order for Removal of Airman undergoing Detention to be Brought Before a Court

To the commandant or chief officer of the detention barrack at

Whereas (Name, No., Rank), of the (unit), is now in your custody, undergoing a sentence of detention passed by court-martial (a):

I, the undersigned, being the do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer bringing this order.

And I do hereby order the said officer, non-commissioned officer, and all other officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody and bring him to there to appear before a (b) court-martial (c) as a witness, and then to return him to the above-named detention barrack, or to such other detention barrack as may be determined by the proper authority, and to detain him in air-force custody until he is so returned, or is discharged in due course of law, and for so doing this shall be sufficient warrant.

Signed at this day of 19..
C.D.

If the detention barrack to which he is returned is altered.

I, the undersigned, being the
..... do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order that he be forthwith returned in air-force custody to the detention barrack at there to undergo the remainder of his sentence.

Signed at this day of 19..
C.D.

(a) If necessary, substitute "awarded by his commanding officer."

(b) If the facts so require, substitute "civil court."

(c) Substitute, according to the facts, "for trial," or state the other reasons for which he is to be brought.

FORM M

Order for Removal of Airman undergoing Imprisonment for Embarkation

To the governor or chief officer of prison (or detention barrack) at

Whereas (Name, No., Rank), of the (unit), is now in your custody undergoing a sentence of imprisonment passed by court-martial.

I, the undersigned, being the
 do hereby, in pursuance of the Regulations for the Royal Canadian Air Force and of all Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer presenting this order.

And I do hereby order that said officer or non-commissioned officer, and all officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody and to convey him in air-force custody in such manner as may be directed by air-force authority to where the (unit), to which he belongs is serving (a), and for so doing this shall be sufficient warrant.

Signed at this day of 19..
 J.K.

FORM N

Order for Removal of Airman undergoing Detention for Embarkation

To the commandant or chief officer of the detention barrack at

Whereas (Name, No., Rank), of the (unit), is now in your custody undergoing a sentence of detention passed by court-martial (b).

I, the undersigned, being the do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer presenting this order.

And I do hereby order the said officer or non-commissioned officer, and all officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody and to convey him

in air-force custody in such manner as may be directed by air-force authority to where the (unit) to which he belongs is serving (c) and so doing this shall be sufficient warrant.

Signed at this day of 19..

J.K.

(a) If necessary, substitute "under orders to serve."

(b) If necessary, substitute "awarded by his commanding officer."

(c) If necessary, substitute "under orders to serve."

FORM O

Order for Removal of Airman from One Public Prison or Detention Barrack to Another

To the Governor or chief officer of prison (or detention barrack) at

Whereas (Name, No., Rank), of the (unit) is now in your custody undergoing a sentence of imprisonment passed by court-martial.

I, the undersigned, being the do hereby, in pursuance of the Regulations for the Royal Canadian Air Force, and of all other Acts and powers enabling me in this behalf, order you to deliver the said airman to the officer or non-commissioned officer presenting this order.

And I do hereby order the said officer or non-commissioned officer, and all officers and non-commissioned officers into whose custody the said airman may be delivered, to keep the said airman in air-force custody and convey him in air-force custody in such manner as may be directed by air-force authority, to the prison (or detention barrack) at there to undergo the remainder of his sentence, and for so doing this shall be sufficient warrant.

Signed at this day of 19..

D.E.

FORM P

**Order for Removal of a Person Subject to
Air-Force Law Undergoing Detention
from One Detention Barrack to
Another**

To the commandant or chief officer of the detention barrack at

Whereas (Name, No., Rank) of the
(unit) your custody
undergoing a sentence of detention passed by
court-martial (a); I, the undersigned, being
the do hereby in pursuance of the
Regulations for the Royal Canadian Air Force,
and of all other Acts and powers enabling me in
this behalf, order you to deliver the said airman
to the officer or non-commissioned officer pre-
sents this order.

And I do hereby order the said officer or non-
commissioned officer, and all officers and non-
commissioned officers into whose custody the
said airman may be delivered, to keep the said
airman in air-force custody, and convey him in
air-force custody in such manner as may be
directed by air-force authority, to the detention
barrack at, there to undergo the
remainder of his sentence, and for so doing this
shall be sufficient warrant.

Signed at this day of 19..

D. E.

NOTE.—(a) If necessary, substitute “awarded by his
commanding officer.”

FORM Q

**Form of Order for Temporary Custody in
Prison or Lock-up. To be Used Only in
the Case of an Airman as Defined
by the Regulations**

To the governor or chief officer of
prison at (a)

Whereas (Name, No., Rank), of the
..... (Unit), is now an airman in air-
force custody.

Now, therefore, I, the undersigned, the commanding officer of the said airman, do hereby in pursuance of the Regulations for the Royal Canadian Air Force, and of all other Acts and powers enabling me in this behalf, order you to receive the said airman into your custody and detain him until you receive a further order from me, but not longer than seven days, and for so doing this shall be your warrant.

Signed at this day of 19..
J. K.

FORM R

Form of Commitment to Detention Barrack for Safe Custody While Awaiting Trial by, or Sentence of, Court-Martial

To the officer or non-commissioned officer in charge of the detention barrack at

Whereas (Name, No., Rank), of the
(unit) (has been remanded for trial by court-martial) (b) or (was on the day of
19 , tried by court-martial for the
offence of), and is awaiting (trial)
(b) or (the promulgation of the finding and
sentence of the court).

Now, therefore, I, the undersigned, being the commanding officer of the said airman, do hereby, in pursuance of the Regulations for the Royal Canadian Air Force enabling me in this behalf, order you to receive him into your custody for safe custody, and for so doing this shall be your warrant.

You will take care that the said airman wears his service clothing and necessities, that he is allowed to exercise during a reasonable portion of each day in association, if possible, but that he is kept apart from airmen undergoing sentences, and that he receives the ordinary rations and messing of an airman. He should not be obliged to labour otherwise than by being em-

ployed in drill fatigue and other duties similar in kind and amount to those he might be called on to perform if not in confinement.

Signed at this day of 19 .
(Signature.)

NOTE.—(a) Substitute if necessary “officer in charge of the police station (or other place) at” (b) The forms should be altered to meet cases of confinement before and after the trial respectively by erasing the words not applicable.

FORM S

Form of Discharge Order in Case of Confinement in Detention Barrack for Safe Custody While Awaiting Trial by, or Sentence of, Court-Martial

To the officer or non-commissioned officer in charge of the detention barrack at

You are hereby required to deliver over the airman (Name, No., Rank), of the (Unit), now in your custody for safe custody, pursuant to committal by his commanding officer, to the non-commissioned officer of the escort herewith attending to receive him.

Signed at this day of 19 .
(Signature.)

Commanding Officer of the above airman.

FORM T

Order for the Removal in Air-Force Custody of a Deserter or Absentee without Leave Awaiting Escort

To the governor or chief officer of prison.

Whereas (Name, No., Rank), of the (unit), is now in your custody as a deserter or absentee without leave awaiting escort, I, the undersigned, being do hereby order you to deliver the said prisoner to the escort producing this authority.

Signed at this day of 19 .
D.E.

FORM U

Form of Commitment of Person (other than a Civilian Witness) Guilty of Contempt of a Court-Martial

To the officer or non-commissioned officer in charge of the prison (or detention barrack) at

Whereas a court-martial for the trial of
of which, I, the undersigned, am president, was
on this day sitting at _____ and _____ of the
(unit), was guilty of contempt of the
court by using insulting language (or by using
threatening language), (or by causing an inter-
ruption in the proceedings of such court, or as
the case may be), namely by (there describe the
act of which the offender was guilty).

And whereas the said court did order the above-named offender to be imprisoned (or to undergo detention) for days.

Now, therefore, the court doth order you to receive the said offender into your custody for safe custody, and for so doing this shall be your warrant.

Signed at this day of 19 .
 (Signature.)

A.B., President of the above Court-Martial.

Appendix VI

PATENTS FOR INVENTIONS BY PERSONS IN
PUBLIC SERVICEExtracts from Sections 24 and 48 of The Patent Act
(Chapter 23, 13-14 George V)

1. (1) There shall be attached to such Department of the Government of Canada as may be determined by the Governor in Council an office which shall be called the Patent Office, and a Commissioner of Patents may be appointed.

(2) There may be appointed from time to time, in accordance with the Civil Service Act, 1918, and any amendments thereto, such officers and clerks as are necessary for the purposes of this Act, 1919, c. 64.

2. The Commissioner shall receive all applications, fees, papers, documents and models for patents, and shall perform all acts and things requisite for the granting and issuing of patents of invention; and he shall have the charge and custody of the books, records, papers, models, machines and other things belonging to the Patent Office. R.S., c. 69, s. 4.

3. (1) The Commissioner shall exercise the powers conferred and perform the duties imposed upon him by this Act subject to the Minister, and in the absence or inability to act of the Commissioner any officer or clerk named by the Minister to perform the duties of the Commissioner may as Acting Commissioner exercise such powers and shall perform such duties.

(2) For the purposes of this Act the Commissioner shall have all the powers that are or may be given by the Inquiries Act to a Commissioner appointed under Part 11 thereof.

4. The Commissioner shall cause a seal to be made for the purposes of this Act, and may cause to be sealed therewith every patent and other instrument and copy thereof issuing from the Patent Office. R.S., c. 69, s. 6.

5. (1) Every patent granted in respect of an invention made by a person while employed in the public service of Canada and relating to the nature of his employment shall, notwithstanding anything in the patent or The Patent Act to the contrary contained, be subject to the following conditions, which shall be endorsed on such patent, that is to say—

- (a) The Commissioner may grant to any person applying there for a licence to use the patented invention on terms to be fixed by the Commissioner;
- (b) In fixing the said terms the Commissioner shall have regard to the circumstances under which the invention was made and the right and interest of the Government of Canada therein in consequence thereof, which right and interest the said government is hereby declared to have and shall reduce the royalty payable to the patentee and the Government of Canada, but in no case shall the amount payable to the patentee be less than one-half of what it would have been had the inventor not been in the public service when making the invention;
- (c) The patentee shall not make use of or allow others to make use of the patented invention without the consent of the Commissioner, who in granting such consent may exact a royalty for such use to be fixed by him and paid to the Government of Canada;
- (d) The Government of Canada shall have a right of action in any court of competent jurisdiction to restrain the unauthorized use of the patented invention and recover damages thereof which may be apportioned by the Commissioner between the patentee and the Government in such way as to him seems fit.

(2) Any question which may arise as to whether any invention comes within the terms of this section shall be determined by the Commissioner on the application for a patent therefor.

(3) On the refusal of such inventor to apply for a patent for such invention after being thereunto duly required by the deputy head of the department in which

he was at the time of making the invention employed, such deputy head may in his official capacity apply for and obtain a patent for such invention.

(4) Nothing herein contained shall be construed to restrict the right of the inventor to the full enjoyment of his invention outside of Canada.

(5) Any decision of the Commissioner under this section shall be subject to appeal to the Exchequer Court.

6. The Government of Canada may, at any time, use any patented invention, paying to the patentee such sum as the Commissioner reports to be a reasonable compensation for the use thereof, and any decision of the Commissioner under this section shall be subject to appeal to the Exchequer Court.

Appendix VIII

PROCEDURE AND FINANCIAL POWERS IN RELATION TO LOSSES AND COMPENSATION

1. The following definitions are laid down for the purpose of this appendix:—

- (a) "Stores" includes R.C.A.F. equipment, clothing, medical, surgical, and dental stores, works stores, meteorological stores, stationery and publications.
- (b) "Supplies" includes foodstuffs.
- (c) "Equipment" includes those stores which form the outfit of a unit for service purposes.

2. Air or other Officers Commanding Air Commands will submit to Air Force Headquarters particulars of all losses with which they are not empowered to deal (see para. 670A), together with the proceedings of the Court of Inquiry in duplicate.

3. The circumstances in which Courts of Inquiry will be held are laid down in para. 666, *et seq.*

4. Table "A" defines the limits within which the Chief of the Air Staff or other officers, to whom powers of write-off are delegated, may authorize the writing off of losses. These limits will not be exceeded.

5. The powers of write-off authorized by this Appendix (except as specified in para. 10) may be delegated by the Chief of the Air Staff or Air or other Officers Commanding Air Commands as shown below. No further delegation is permitted:—

- (a) The C.A.S. may at his discretion delegate his authority to any officer not below the rank of Air Commodore.
- (b) An Air or other Officer Commanding an Air Command to whom powers of write-off are delegated may further delegate his authority to his Senior Air Staff Officer, or in the absence of that officer to the next senior officer of the air staff not below

the rank of Wing Commander. Such delegated authority will be exercised within the limits prescribed in table "A," on behalf of the A.O.C.

6. (a) The various amounts specified in these instructions refer to the gross value of the loss or to the total amount of the damage, irrespective of any recovery that may be made from the responsible individual. The value so far as stores losses are concerned, will be calculated on vocabulary rates without departmental expenses.
 - (b) When a number of losses, differences, etc., arise from a single defect or irregularity, the total sum involved will be the determining amount for deciding the competent authority, even though the separate amounts (of the loss, deficiency, or over-issue, etc.) fall within the limits shown.
7. Officers, to whom authority to write-off losses is given under this Appendix, will ensure that a "losses book" is maintained in the formation or unit, in which will be recorded all losses dealt with by them. The record will include, in respect of each item, particulars of the date of the loss or damage, its nature, the unit and station at which the loss occurred, the value of the loss and the issue voucher number assigned by the unit to form R.C.A.F. E.35 relating to the loss.
8. An annual return will be rendered to Air Force Headquarters on March 31 each year by each formation or unit maintaining a "losses book." The information shown on this return will be extracted from the records maintained in the "losses book."
9. The following R.C.A.F. equipment may be written or struck-off charge without regard to financial limits on the authority of the Chief of the Air Staff, provided that there is no evidence of contributory negligence or other culpable default:—
- (i) An airframe lost by a flying accident or so damaged by such accident as to be not worth the cost of repair.

- (ii) Any accessories carried in the airframe at the time of the flying accident, as listed in the Airframe Inventory, which were lost or damaged in the accident beyond economical repair.
- (iii) Any item of unit equipment, certified by the C.O. of the unit to have been in the aircraft when the flight commenced, which may be lost or damaged in the accident beyond economical repair.
- (iv) Any item of R.C.A.F. equipment certified by the C.O. of the unit to have been properly carried in such aircraft or on the person of the occupants thereof when the flight commenced, which may be lost or damaged beyond economical repair as the result of a flying accident.
- (v) An aero engine lost or so damaged by a flying accident as to be completely destroyed, or obviously not worth the cost of transport to a repair depot; or a component of an aero engine lost as a direct result of a flying accident.
- (vi) An airframe deteriorated beyond economical repair, from service or climatic conditions.
- (vii) Marine craft or mechanical transport vehicles, including motorcycles and bicycles, on the recommendation of a board of survey or Court of Inquiry.
- (viii) R.C.A.F. stores and equipment which has become time expired or obsolete and is of no further value to the service, having due regard to its usefulness to other government departments or to its sole value as produce or in the whole state.

10. If supplies or stores are lost in transit between stations the deficiency will be regarded as the responsibility of the consignors unless there is evidence that the loss actually occurred at the consignee's end. In all cases the fullest possible investigation will be made at both ends.

11. Commanding Officers of Equipment or Repair Depots may write-off trivial discrepancies in consignments despatched to, or received from, other units of the R.C.A.F. and may write-off or write-down discrepancies in consignments of stores returned to depots

from contractors after issue or loan, provided that they are not considered to be due to theft, fraud or gross carelessness or are not clearly the responsibility of the contractor. The financial limits shall be those approved by the Minister and specified in R.C.A.F. Stores Instructions, C.A.P. 16. Write-off of trivial discrepancies will be limited to discrepancies in any one consignment.

12. When a loss is made good, in full, no reference to higher authority is necessary except as provided in para. 670A, unless there exists a suspicion of fraud on the part of the individual concerned in making good the loss, or unless an offence of a serious nature is disclosed.

13. Particulars of all losses with which R.C.A.F. officers are not empowered to deal will be submitted to higher authority together with the proceedings of the Courts of Inquiry.

TABLE "A"

POWERS IN RELATION TO LOSSES

Description of Loss	Powers of of C.A.S.	Powers of Delegated Officers	Remarks
1. (a) Losses by fraud, suspected fraud, or gross carelessness of supplies or stores.	\$ 25-00 (a)	\$ Nil	(a) Provided that no suspicion is attached to an air force officer or airman or to any other person employed under the R.C.A.F.
(b) Losses by theft, or arson, proved or presumptive of supplies or stores.	50-00 (a) (b)	25-00 (a) (b)	(b) These amounts include losses of, or damage to, works and buildings except where it has been decided by the proper authority that the loss is chargeable against the airmen of the unit as barrack damages.
(c) Losses, deficiencies of equipment, clothing, supplies, materials and stores (other than equipment in possession of airmen), net deficiencies in stores accounts.	250-00	250-00	
(d) Losses by fire, shipwreck, stress of weather, accidents or incidents of the service proved on due inquiry to have been beyond the control of any person responsible for the stores.	250-00 (b)	250-00 (b)	
(e) Losses by deterioration of stores carried in stock which, after due inquiry, it is proven that the deterioration was beyond control of any individual.	250-00	Nil	

Appendix IX

DISTINGUISHING FLAGS AFLOAT

1. Particulars of Flags.—The flags authorized by His Majesty to be displayed afloat are:

- (a) By General Officers Commanding Stations.—The Union flag bearing in the centre, as a distinguishing mark, the Royal initials on a blue ground encircled by a garland, and surmounted by the Crown.
- (b) By His Majesty's diplomatic servants.—The Union flag, with the Royal Arms in the centre thereof on a white ground encircled by a garland.
- (c) By the Governors General of the Dominion of Canada, the Commonwealth of Australia, the Dominion of New Zealand, the Union of South Africa.—A blue flag, bearing the Royal Crest and the name of the Dominion.
- (d) By other Governors General, Governors or High Commissioners of His Majesty's dominions, colonies and possessions abroad, and by Lieutenant Governors and other officers administering the government.—The Union flag, with the arms or badge of the dominion, etc., emblazoned in the centre thereof on a white ground encircled by a garland.
- (e) By Consuls General, Consuls, and Consular Agents.—The blue Ensign, with the Royal Arms in the centre of the fly thereof, that is, in the centre of that part between the Union and the end of the flag.
- (f) By Air Officers.—The Royal Air Force Ensign.

2. *Flags Hoisted During Salutes*

To British Authorities.—The distinguishing flags particularized above are to be hoisted respectively at the fore whenever any of His Majesty's military, air, diplomatic, dominion, colonial, or consular authorities are receiving salutes to which they may be entitled; should, however, the proper distinguishing flag not be on board the ship saluting, the blue Ensign is to be hoisted when saluting consular officers, and the red Ensign when paying the same honours to any of the other authorities. Should the ship have neither a red

APPENDIX IX

nor blue Ensign, a white Ensign may be hoisted at the fore when saluting any of the British authorities referred to.

3. *When to be Hoisted*

- (a) *By General and/or Air Officers in combined operations.*—In combined operations with either or both of the other Services, should the General and/or Air Officers Commanding the Military and/or Air Forces be embarked in a ship of war or transport, the distinguishing flag or flags authorized by this Appendix may be hoisted at the fore of such ship or transport to denote the presence of the Headquarters.
- (b) In a boat for the purpose of paying visits of ceremony or on other official occasions, whenever any of the functionaries particularized in this Appendix are embarked.

INDEX

A

	PARA.
Absence (without leave):—	
Annual training, from.....	1324C
C.O. dealing summarily with, instructions for.....	502
Medals, disposal of airmen's.....	1741
Of airmen:—	
Clothing of absentees, procedure regarding.....	514
Convening of court of inquiry.....	673
Declaration of illegal absence:—	
Assessments of character and trade proficiency.....	415, 416
Procedure after court of inquiry.....	1912
Record of, to be attached to attestation paper.....	1902, 1912
Descriptive report of absentees.....	514, 515
Disposal of absentees apprehended.....	534
Escorts for absentees.....	532-540
Pay, forfeiture of.....	495
Police, notification to.....	515
Unit order, notification in.....	503
Of officer:—	
Notification of.....	1281
Summary punishment for, power of C.O. to award.....	493
Accidents, see also "Crash(es)", "Injuries":—	
During train journey.....	1453
Flying, definition of as regards courts of inquiry.....	669A
Injuries, or immediate death resulting from, report on..	1871B
Non-flying, injuries from, court of inquiry after.....	674
Service transport.....	1966, 1967
Accommodation, see also "Quarters", "Buildings":—	
Appropriation and reappropriation, instructions.....	1004, 1038
Fire causing loss of, report.....	1033
Inspection of, by medical officer.....	993
Responsibility for allocation of.....	1052B
Scale of, in public quarters.....	1067
Account(s) (Generally):—	
Airmen's mess, responsibility for.....	1173
Checking of, by C.O., when to be carried out.....	100
Institute funds, of.....	104
Non-public:—	
Audit of, procedure.....	104
Responsibility of C.O.....	104
Officer's mess.....	1131
Sergeant's mess.....	1145
Supervision of, responsibility of C.O.....	100, 104

	PARA.
Accountant Officer(s):—	
Duties and responsibilities of.....	114D
Accoutrements, see also "clothing":—	
Absentees, how dealt with.....	514
Foreign country, airmen on leave, not to take to.....	1319 (6)
Sealed patterns not to be deviated from.....	1688
Active Service:—	
Airmen on, retention of quarter by family.....	1066A
Medals and decorations of airmen proceeding on, how dealt with.....	1739
Officers or airmen missing on.....	1875
Addresses:—	
Of airmen:—	
On leave.....	1316 (3)
When may be given to applicants.....	1877
Of officers:—	
On leave.....	1276
When may be given to applicants.....	1877
Adjutant:—	
Duties of.....	114A
Qualifications as, C.O. to provide facilities for.....	107
Administration:—	
Air Force by the Minister.....	7A, 29
Admonition:—	
Entry on conduct sheet, when not made.....	1921
Powers of awarding, as summary punishment.....	493, 494, 499
Advertisement(s):—	
In air force publications, responsibility of controlling authority	423 (a)

Aeroplanes:—	PARA.	
Landings, forced.....		1949
Age limit:—		
Officers, retirement on reaching.....	257A,	258
Agents, consuls and consuls-general:—		
Relative rank with air force officers.....		1769
Aide-de-camp:—		
Appointment of.....		239A
Badges of appointment, state occasions.....		1707A
Names of.....		239C
State occasions.....		239D
Tenure of.....		239B
Air Force:—		
Administration of.....	7A	
Composition of.....	1	
Distribution	6	
Government	7	
Limited Establishment.....	5	
Peace Establishment.....	5	
Service, terms of.....	2	
War Establishment.....	3	
Air Force Act:—		
Airmen to be acquainted with Section 4-44.....		448
Definition of "C.O." as used in.....		424
Modifications and exceptions.....	2016-2020	
Responsibility for acquaintance and compliance with...		419
Sections made applicable.....		2015
Air Force Convicts, see "Convicts, Air Force"		
Air Force Cross, see "Medals"		

Air Force Custody, see "Custody"	PARA.
Air Force Headquarters— Officials, communication and interview with.....	433
Air Force Medal, see "Medals"	
Air Observer:— Recommendation for training as.....	308
Air or other Officer Commanding:— Definition.....	Interpretation
Instructions for.....	30 to 55
Powers of write-off.....	App. VIII
Aircraft, see also "Aeroplanes":— Petrol from damaged.....	102
Aircraftmen:— Summary punishments applicable to.....	493
Airmen:— Addresses of, procedure when applied for.....	1877
Air Force Headquarters, when may visit.....	433
Application from, how submitted.....	1854
Arrest of.....	453-464
Attestation	271(9), 274, 525
Character, assessment of.....	415
Character, recording of.....	415, 416A
Character, wording on discharge of a recruit.....	417A
Death of, report and procedure on.....	1872-1872B
Discharged, helpless, accompanied by a conducting party..	410

PARA.

Airmen—Concluded

Discharges, procedure for.....	392, 392A
Displays of flying, boxing or gymnastics.....	440
Drunkenness, offence of.....	508-511
Drunkenness, simple, when tried for.....	509
Employment, civil.....	444
Flying duty.....	904
Flying Regulations, observance of.....	905
Foreign manoeuvres, attending in uniform.....	451
Limit of service.....	271, 274
Lunatic, disposal of.....	403A
Marched to and from place of worship.....	1334
Medically unfit to re-engage.....	272B
Meetings, political, attendance at.....	438
Missing on active service.....	1875
Name, change of, procedure.....	1898
Official numbers.....	1897
Orders relating to, to be read and explained.....	1885
Periods of service.....	2, 274
Pilots	307
Proceedings against, limitation of time.....	489
Punishments, summary and minor.....	493
Ranks of.....	282
Re-classification of.....	282
Re-engagement	270A, 272A, 274 (6), 274 (9)
Regulations, responsibility for acquaintance with.....	419
Relative rank of, with other services.....	1767
Relegation to former unit.....	527
Restoration and forfeiture of service.....	273B
Trade proficiency award of.....	416
Transfer of, between units of the A.A.A.F.	276
Treatment of, by superiors.....	427

Alarm:—

Sounding of, all troops turn out on.....	935
--	-----

Alcoholism, see "Drunkenness"

Ammunition:—

Ball, when carried in time of peace.....	1724
Defective, report and procedure.....	1733
Guards, escorts, etc., for.....	1725
Inspection of in pouches.....	1726
Inspection of in charge by C.O.....	1731
Issue from magazine by officer.....	1730
Issue from stores, attendance of officers at.....	1729
Loss or damage of, to be reported.....	1726
Pouches, inspection of, daily.....	1726
Report to be made of defective ammunition, etc.....	670C
Return to store, attendance of officers at.....	1729
Small arm.....	1724-1733
Unauthorized, forbidden to be used.....	1732

	PARA.
Animals:—	
Loss of.....	668
Prohibited in barracks or hospitals.....	1015
Annual Training:—	
Injuries, etc., on.....	674A
Applications:—	
Airmen, mode of making.....	1854
Officer, mode of making.....	1854
Officer, on behalf of.....	433(5)
Outside influence.....	433(4)
Testimonials not to accompany.....	432
Appointment:—	
Honorary	216E-216H
Officers	211-213N
Apprentices:—	
Smoking by.....	441
Arrest, when to be placed under.....	458
Armed Corps:—	
Salutes by guards and sentries.....	1802
Armed Parties:—	
Exceeding 20 men to be accompanied by an officer.....	1387
Guards, turning out of, to.....	1802
Orders, acquaintance of, by.....	102B
Salutes on the march to.....	1785
Arms:—	
Arrest, offender under, when may bear.....	454(9)
Cleanliness of.....	112
Leave, not taken on.....	1319(6), 1715
Selling, etc., charge for.....	562
When carried.....	1716

	PARA.
Army (The):—	
Arrest of officer or airman by, removal after.....	461
Communication with, authority necessary.....	434
Arrest:—	
Accused person remanded, C.O. to consider release from..	464
Aircraftman, apprentice or boy entrant, of, by N.C.O....	458
Airman:—	
Conditions	454
When to be placed under.....	458
By naval, military or civil authorities, procedure for removal	461
Charge, delivery of, after.....	462
Definition	454 (1)
Drunkenness, of airman for, instructions.....	459
Evidence insufficient release from.....	490
Hospital, of airmen temporarily employed in, procedure..	1098
Officer:—	
Cannot demand court martial.....	457 (2)
Conditions	454
Release after.....	457 (3)
Report by C.O.....	456
When to be placed under.....	456
Powers of officer or N.C.O. to place offenders under....	455
Powers of provost marshal and police regarding.....	445
Ash Bins:—	
Disinfection, etc.....	1013
Associations:—	
Connection with, permission requisite for official.....	439
Audit Board:—	
Band accounts.....	104
Charitable accounts.....	104
Duties of.....	104
Officers' mess accounts.....	104
Sergeants' mess accounts.....	104
Auxiliary Forces:—	
Salutes, etc., to officers of.....	1791—1804
Service, periods of.....	2

B

	PARA.
Badges:—	
Dominion of Canada Rifle Association.....	1764A
Unauthorized deviations forbidden.....	1688
Baggage:—	
Cars, method of loading.....	1486A
Conveyance of, arrangements for.....	1462, 1462A, 1462B, 1475
Conveyance of.....	1462, 1486A
Individual officers.....	1465
Railway transport at statutory rate.....	1462
Balls, Fancy Dress:—	
Uniform, regulation, not to be worn at.....	1707
Bands:—	
Audit of Accounts.....	104
Bandmaster, duties of.....	1118C
Correspondence and engagements.....	1119
Efficiency of.....	1118A
Grants to.....	678E
Grants, forfeiture of, to.....	1117A
Instruments, supply of.....	1121B
National Anthem.....	1118F, 1121
Offences.....	1118D
Processions.....	1118D
Property.....	1121A
Remuneration.....	678F
Replacement of strikers.....	1120
Strength of.....	1117B
Training and instruction.....	1121C, 1121D
Uniformity of pitch.....	1118E
Bankruptcy:—	
Of officer, notification and report.....	435
Baptisms:—	
Certificate of.....	934, 1938

	PARA.
Barracks:—	
Admission of strangers.....	1045
Advance and rear parties.....	1000
Alterations in buildings.....	1006, 1040
Animals prohibited in.....	1015
Appropriation and equipment.....	1004
Appropriation, temporary, of spare accommodation.....	1008
Board on new buildings, sites for, etc.....	1039-1042
Certificate, taking over.....	1003A
Cleanliness of.....	112
Commanding officer, responsibility of.....	984
Confinement to.....	493, 581A, 1920, 1922
Damages, appeals against assessment.....	987
Damages, assessment of.....	986-989
Damages, N.C.O. in charge to bring to notice.....	991
Damages, repairs to sports grounds, etc.....	990
Duties in regard to.....	984-1043B
Duties, miscellaneous.....	1043-1043B
Fire, precautions against.....	1017-1018
Fireworks and bonfires forbidden in.....	1022
Frosty weather, instructions to be observed.....	1043
Infected articles.....	1009
Intoxicants forbidden in.....	443
Inspections, attendance of officers.....	986, 994-996
Inspections, marching in.....	998, 999
Inspections, marching out.....	1003
Inspections, marching out, notice of vacation.....	1003
Inspections, periodical.....	992
Inspections, unit, by C.O.....	992
Instructions, general.....	984-991
Inventories.....	1001
Medical inspections.....	993, 994
New buildings, sites for, etc.....	1042
Oil, explosive, storage of, in.....	1019
Parade grounds and yards, cleaning of.....	1016
Re-appropriations, sites for buildings and new buildings.....	1042
Sanitary arrangements.....	1009-1016
Sanitary inspections.....	993-994
Sleeping out of.....	1363
Stores, inventories of.....	1001
Ventilation.....	1010
Water, consumption of.....	1043
Water, keys for hydrants.....	1025
Wines and spirits prohibited in.....	443

Bedding:—	
Airmen under close arrest allowed.....	454(1)
Damage to, in barracks.....	986, 991
Inspection of, periodical.....	992

Beer:—	
Introduction, possession and consumption in barracks forbidden.....	443

	PARA.
Billets:—	
Airmen to be provided with money to pay charges for....	1408(3)
Billeting:—	
Officers and airmen on temporary duty to be billeted in emergency	1391
Order for, to be obtained in advance.....	1392
Birth(s):—	
Notification of, in airmen's families.....	1937
Record of	1934
Birth Certificate:—	
Airman to produce to C.O. on birth of child.....	1937, 1938
Board(s):—	
Airman considered inefficient, examination by.....	282A(9)
Audit:—	
Composition of, and procedure.....	104
On non-public accounts.....	104
Buildings, on application for re-appropriations of.....	1035-1037
Buildings, taking over of new or reconstructed, assembly of	1040
Discipline not dealt with by.....	676
Documents and books, destruction of.....	1942A, 1942B
Object of.....	676
Oil stored in barracks.....	1019
Proceedings of, how recorded.....	677
Sites, on appropriation of, constitution and functions....	1039-1042
Bombs:—	
Ammunition and.....	1724-1733
Explosives and.....	1724-1733
Bonfires:—	
Forbidden in barracks or near huts.....	1022

	PARA.
Bookmakers:—	
Acting as, forbidden.....	442
Books:—	
Confidential, loss of.....	1863C
Disposal of, by mobilized unit.....	1881
Guard, for Air Force Orders.....	1886
Guard, for returns.....	1889
Letter	1887
Record office, list kept by.....	1880B
Service, records from admissible as evidence.....	1883
Units, list kept by.....	1880A-1880B
Boxing:—	
Public, forbidden without previous sanction of C.O.....	440
Broadcasting:—	
Talks on service subjects prohibited.....	421(6), (7)
Bugle:—	
Calls, hours for.....	934, 935
Building, see also "Barracks":—	
Additions and minor alterations to.....	1040
New, boards on.....	1039, 1042
Sale or demolition of.....	1038A
Taking over and handing over.....	1000

C

Cadet:—	
Salute officers in uniform.....	1793

	PARA.
Camp:—	
Members of Royal Family passing along.....	1778
Camp Kit:—	
Issues of.....	1700
Canes:—	
Carrying of, when walking out.....	1714
Canteens, see also "Institutes"	
Caps:—	
Airmen under arrest to be deprived of.....	454(8)
Carrier's Notes:—	
Procedure when lost.....	1481
Casualties:—	
Court of inquiry into, holding of.....	674
Next-of-kin, how informed.....	1872
On active service.....	1875, 1876A
Serious illness, to be reported.....	1872
Unusual number of, report by C.O.....	1872B
Caterer:—	
Officers' mess, N.C.O. acting as.....	1132C, 1132D
Sergeants' mess.....	1145
Central Mess Fund:—	
General instructions.....	1141

	PARA.
Ceremonial:—	
Precedence of Air Force after Navy and Army.....	1768
Certificate:—	
Baptism	1938
Births	1937, 1938
Discharge	418A
Handing-over and taking-over on change of command.....	109A
Marriage	1936, 1939
Chaplains:—	
Assistance of C.O.....	1338
Character:—	
Assessment of:—	
Care in awarding.....	415(1), (2)
Guidance in.....	415(5)
When recorded.....	416(2)
Civil Court, information as to airman's when given to....	505A
Testimonials as to, officers not to forward in applications to Air Force Headquarters.....	432
Charge(s):—	
C.O. when may dispose summarily of.....	487
Disposal of, procedure preparatory to.....	489
Drunkenness, for, how disposed of.....	508-511
Entry of, against offenders, instructions.....	462, 485
Immediate disposal of through urgency, report.....	550
Investigation and disposal of, generally.....	483-492
Offences while in hospital, for, investigation and disposal of.....	505
To whom to be referred, for trial, etc.....	487
Charge Sheet(s):—	
Accused to be given copy of.....	462(3)
Rendering of, on commitment of offender, instructions....	462
Chief of the Air Staff:—	
Exercise of command by.....	29A, 57A
To perform duties of Inspector-General when none appointed.....	18

	PARA.
Cisterns and tanks:—	
Cleaning of.....	1011
Civil Court:—	
Airman charged in, attendance of officer at, instructions..	505A
Airman in prison or detention, removal of for attendance at.....	621
Alleged deserter brought before, procedure.....	533
Conduct sheets, officer attending, not to take.....	505A
Conviction(s) by:—	
Airman's action.....	506
Conduct sheet, entry on.....	1920
Copy of, to be annexed to conduct sheet.....	1920
Civil Employment:—	
Engagement in, restriction.....	444
Pay of airman obtaining Air Force Headquarters Employment whilst on leave before discharge, or transfer to reserve.....	444 (4)
Civil Power:—	
Absentee or deserter in custody of, procedure.....	534
Arrest of officer or airman by, procedure for removal....	461
Conviction by, entry of, in conduct sheet.....	1920
Civilian(s):—	
Admission of, to stations, instructions.....	Appendix II
Communications with, restrictions.....	421, 439
Civilian Employees:—	
Official Secrets Act, attention to be called to.....	420
Claims:—	
Airmen, to be brought forward and investigated.....	429
Civilian, for loss or damage by Air Force personnel on duty.....	672

	PARA.
Cleanliness:—	
Airmen, clothing, etc., squadron commander to attend to..	112
Clergymen (Officiating), see also "Chaplains":—	
Certificate of numbers present for.....	1340
Duties of.....	1342
Payment of.....	1343
Clothing, see also "Dress":—	
Authorized patterns not to be deviated from.....	1688
Cleanliness of.....	112
Framing charges for stoppages for.....	562, 563
Loss or deficiency of.....	668, 670A
Loss or deficiency, stoppages for.....	563, 564
Plain when worn.....	1694
Colours:—	
Salutes to, when uncased.....	1783
Command:—	
Air or other officer commanding, responsibility regarding.	30
C.O. of a station or unit, general responsibility regarding.	36
Honorary rank carries no executive.....	224A
Officers undergoing courses ineligible to assume.....	224A
Temporary, instructions for officer in.....	105
Commanding Officer(s):—	
Buildings:—	
Enclosures and grounds, responsibility for.....	984
Inspections by.....	986
Change of, handing-over certificate, use of.....	109A
Command, in absence of.....	112B
Confidential reports on officers, duties regarding.....	133-140A
Definition of, in particular applications.....	484
Instructions for, generally.....	98-110A
Prevention of crime, responsibility for.....	425
Regulation of admission to his station by.....	App. II
Religion, responsibilities relating to.....	1336, 1337
Summary trial by, see "Summary Trial".	
Tenure of appointment and command.....	237C
Training of officers, responsibility for.....	106

	PARA.
Commissions:—	
Classification of.....	211D, 211E
Qualifications for.....	212, 213, 213C, 213J
Resignation of.....	234
Term of.....	211A
Committee(s):—	
Band and unit.....	678B–678F
Fire, constitution of.....	1017
Generally	678A–678F
Commutation:—	
Of court martial sentences, by confirming officer.....	588
Complaints:—	
Anonymous, forbidden.....	429
Inspection of unit, opportunity to be provided for.....	128
Manner of making.....	429
Compliments:—	
Presentations by way of, forbidden.....	431
To be paid.....	1778–1793
Conduct Sheets:—	
Abbreviations on.....	1922
Alteration of punishments awarded, record on.....	507
Civil court, officer attending to watch proceedings, may not take.....	505A
Custody of:—	
Generally	1919
Desertion, dispensation from trial for, entry on.....	544
Entries on, signing and initialling of.....	1922
For whom kept.....	1919
Fraudulent enlistment, dispensation from trial for, entry on	544
General (R.C.A.F. R. 71)	1921
Improper entries.....	1922
Lost, procedure.....	1923
Service (R.C.A.F. R. 72).....	1920
Specimen to be kept.....	1922

	PARA.
Confidential Reports:—	
Officers, on.....	133-140A
Warrant officers, on.....	286
Confinement to Camp, see also "Custody":—	
Conduct sheets, when entered on.....	1920, 1921
How carried out.....	493(2)
Offence of airman undergoing, how dealt with.....	494(5)
Powers of awarding, as summary punishment.....	493, 494
Conscientious objectors:—	
To be sent to public prison and not detention barracks..	607 (iii)
Contractor(s):—	
Dealings and relations with.....	436
Conviction, see "Court(s) Martial", "Civil Court"	
Convicts, Air Force:—	
Commencement of sentence.....	675A
Commitment of:—	
Medical certificate to accompany.....	615
Time for.....	652
Escorts for, rules generally.....	638, 640, 641
Forms of commitment removal and discharge of.....	658B, App. V
Release of, instructions.....	633
Removal of, when permitted, and procedure.....	621, 659A
Sentences remitted, instructions.....	583
Cooking:—	
Airmen's messing and general instructions.....	1173
Inspection of, by orderly officer.....	1175
Refuse cooking, disposal of.....	1176

	PARA.
Coroner, see also "Inquest":—	
Copy of inquest to be attached to Court of Inquiry.....	669A
Correspondence:—	
Official:	
Channels of.....	1843
Not to be furnished to unauthorized persons.....	421(8)
Register of, to be kept.....	1888
Responsibility for accuracy of statements and correct- ness of documents.....	1842
To be dealt with promptly.....	1841
Transmission to higher authority, opinion to be ex- pressed on.....	1842
Who is to sign.....	1850
With Air Force Headquarters.....	433
With Civilians	421
With other services.....	434
Counsel:—	
Court Martial:—	
For prosecution, engagement of.....	574, 574A
Court(s) Martial:—	
Accused:—	
Airmen to be deprived of missiles.....	454(8)
Custody during trial.....	580
Medical examination of.....	580
Application for:—	
Examination by convening officer.....	567
Charges, when to be sent for trial.....	490, 491, 547
Civil Court, when may be provided with particulars of..	505A
Clothing, etc., stoppages for loss of, award of.....	561-566
C.O. may apply for, in preference to summary disposal...	487
Composition of, rules and restrictions.....	578
Continuous confinement awarded by, limitation.....	584
Convening order, preparation of.....	577A
Conviction:—	
Evidence of former.....	553, 583
Record of, ordered to be removed, action.....	591
Service conduct sheets, entry on.....	1920
Deficiencies in public money, charges, how framed.....	557
Desertion:—	
Clothing, etc., lost on, charges against airman.....	566
Documents for production to.....	581-583
Drunkenness, when tried by.....	509-511
Evidence:—	
Adequacy of, Convening officer to satisfy himself of....	567
Revealing facts requiring investigation, action by con- firming officer.....	589A

Court(s) Martial— <i>Concluded</i>	PARA.
Fraudulent enlistment:—	
Charges in connection with, instructions.....	561
Conviction for, forfeiture of service.....	273B
Hours of sitting.....	579
Illegal proceedings or excessive punishment, action by confirming officer.....	588, 591
Imprisonment or detention:—	
Commutation by confirming officer.....	583
Guide as to award of.....	583
Limitation of sentence.....	584
Periods awarded in.....	585
Instructions in, attendance of officers for.....	572
“Losing by neglect” or “making away with” charges of, when laid.....	562
Medical examination before trial by.....	580
Minor offences in addition, when may be dropped.....	568
Offence:—	
Against superior, considerations governing granting of.	554
Airmen already under sentence of, to be tried at once.	492
Officer has no right to demand, upon himself.....	457 (2)
Option of trial by, airman, when to be given.....	495, 496
Petition after sentence of, may be sent.....	591A
Proceedings:—	
Disposal of.....	592, 594–596
Mode of promulgation.....	593
Prosecutor:—	
Counsel on behalf of, engagement of.....	574, 574A
Duties of.....	575
Selections of.....	573
Punishments by:—	
Regulation of, by confirming officer.....	583
Record from Service book, certification of copy for production to.....	1883
Record of punishments awarded, preparation of, for production to.....	581–582
Remand for trial by:—	
Commitment to service detention room.....	454 (7)
Release from arrest.....	464
Remarks on proceedings of, by confirming authority.....	589, 590
Sentence:—	
Consideration for guidance in award of.....	583
Custody of accused pending promulgation of.....	454 (7)
Superior officer, definition and powers.....	548, 549
Theft, when tried by, and framing of charge.....	556
Trial by, not obligatory.....	547
Validity of trial by inferior courts.....	551
Values recording of, in charges.....	562, 563
Venue of, when may be changed, and applications for....	570
White flag, offence of displaying, how tried.....	555
Witnesses, applications for attendance of.....	571
 Court(s) of Inquiry:—	
Airman's illegal absence:—	
Declaration of, procedure after.....	1912
Holding of.....	673
Character, etc., affecting, person should be present at.....	666
Civilian property, into damage to.....	672

Court(s) of Inquiry— <i>Concluded</i>	PARA.
Civilians, into injuries to.....	672
Composition of.....	667
Conduct sheets, into loss of.....	1923
Convening authority for.....	666
Deaths, accidental.....	674
Fires, explosions, etc., for investigation into.....	1330
Flying accidents, generally.....	669A
Injuries, into.....	674
M.T. accidents, into.....	1966, 1967
Prisoners of war, recovery of.....	675
Private, may sit in.....	666
Secret or confidential books, etc., into loss of.....	1863C
Crash(es):—	
Courts of inquiry into.....	669A
Crime, see also “Misconduct”:—	
C.O. to endeavour to prevent.....	425
Custody, see also “Arrest”:—	
Accused person:—	
During trial by Court-Martial.....	580
Remanded, release to be considered.....	464
Air Force convicts, of, before commitment to prison.....	603
Air Force, definition.....	453
Airmen in civil:—	
As absentees or deserters, procedure.....	534
Removal of, procedure.....	600, 618
Charge to be delivered on placing offender in.....	462
Detention in, unnecessarily protracted, liability.....	463
Offender taken into, away from unit, procedure.....	461
Power of officer or N.C.O. to place in.....	455
Power of service police to place in.....	445

D

Daily Routine Orders, see “Routine Orders”

Damage:—	
Aircraft, M.T. vehicles, limitation of deduction.....	496A
By fire, limitation of liability.....	1029
Charges for, assessment and recovery of.....	988
Civilian property, court of inquiry after.....	672
N.C.O. in charge of room to report.....	991

	PARA.
Death(s):—	
Accidental, Court of inquiry.....	674
Air Force Headquarters, how to be informed.....	1871B
Medals, decorations and orders, disposal after.....	1764
Next-of-kin, how to be informed.....	1872, 1872A
Of airmen:—	
Report to Air Force Headquarters.....	1871B
Debt(s):—	
Officer becoming insolvent, report.....	435
Declaration(s):—	
Court of inquiry into illegal absence of.....	1912
Statutory:—	
Regarding change of officer's or airman's name.....	1898, 1899
Decorations, see "Medals"	
Deductions, see "Stoppages"	
Defaulter(s):—	
Attendance at parades, duties, etc.....	493
Fatigues to be performed by.....	493
Institute, when may be used.....	1184F
Not to undergo punishment lapsed.....	494
Offences by, record from guard report produced before court-martial	581A
Defence Council:—	
Composition of.....	11
Duties of.....	13
Inspection by.....	14

Deficiencies, see "Losses"

Definition(s):—

Air Force custody.....	453
Arrest	454
Commanding officer.....	424
Subordinate commander.....	424

Deserter(s):—

Accounts of, when handed over to other corps.....	920
Airman absent without leave, when considered as.....	514
Apprehension of, proceedings after.....	533, 534
Clothing, etc., of, procedure regarding.....	514
Descriptive report of.....	514, 515
Escorts for, arrangements and procedure.....	532-540
Estates of, disposal of.....	1876A
Medals of, disposal of.....	1741
Police, notification to.....	515
Surrendered, how dealt with.....	534
Unit orders, notation in.....	503
Unit, when to be struck off strength of.....	1872C

Desertion:—

Attestation paper, disposal of.....	1925
Confession of:—	
Airman need not be placed in arrest.....	458(4)
Dispensation from trial.....	541, 543
Form of.....	542
Documents, disposal of airman's on.....	1925
Forfeiture of service incurred by.....	273B
Punishment suitable for.....	583
Service forfeited by.....	273B
Trial for, after confession, dispensation from.....	541, 543

Detachment:—

Summary powers of officer commanding.....

Detention:—

Airman committed to:—	
Documents, disposal of.....	616
Airmen in arrest, of.....	454

Detention—*Concluded*

	PARA.
Awarded summarily, execution of sentence, instructions...	494
Barrack:—	
Imprisonment of airman, instructions.....	607
Time for committal or release from.....	652
Cannot be commuted to imprisonment.....	583 (vii)
C.O.'s power to award.....	493
Commitment, form of order for, and procedure.....	600
Conduct sheets, awards to be entered on.....	1920
Court-martial:—	
Guide as to award of.....	583
Periods awarded in.....	585
Sentence of imprisonment, commutation to.....	588
Discharge with ignominy cannot accompany sentence of...	583 (vii)
Escorts for airmen sentenced to, provision and responsibilities of.....	638-641
Hospital patient, not to be awarded summarily to.....	505
Limitation, commencement and expiration of sentences...	584
Medical certificate to accompany airmen committed to...	615
Offence of airmen undergoing, how dealt with.....	494 (5)
Release from:—	
Instructions	633
Removal from:—	
Form of order.....	600
When permitted, and procedure.....	618, 620, 621
Sentence of, execution of, instructions.....	494
Sentences remitted, entry and notification of.....	583

Discharge:—

Attestation paper, disposal on.....	1925
Auxiliary Active Air Force.....	377A, 377B
By purchase:—	
Method of obtaining.....	392 (4)
Refund of amount of transport received, on.....	393A
Will not apply to airmen pilots.....	307 (3)
Character to be assessed on.....	417A
Headings under which effected.....	392
Instructions generally.....	377A-410
Leave granted prior to, conditions and period.....	391 (5), 1311A
Medical examination prior to.....	399
Trade proficiency to be assessed on.....	416
With ignominy.....	607
Special Reserve.....	377B
Medical board if suffering from disability on.....	379
Helpless airman, accompanied to destination on.....	410

Discipline:—

Air or other officer commanding, responsibility for.....	30
C.O. of unit or station, responsibility for.....	36

Discipline—*Concluded*

	PARA.
Criticism of superior, officers to refrain from.....	428
Generally	Chap. VIII
Maintenance of, in treatment of subordinates.....	426, 427
Police, provision of, for maintenance of.....	445
Prisoners of war.....	222

Disease:—

Infectious clothing not to be returned to store.....	1009
Infectious, disinfection of kit.....	1095
Venereal, concealment of.....	449

Displays:—

Boxing, flying, or gymnastics.....	440
------------------------------------	-----

Disputes:—

Prevention of, by C.O.....	98
----------------------------	----

Distinguished Flying Cross and Medal, see “Medals”

Divine Service:—

Airmen will be marched to.....	1334
Attendance, certificate of, for officiating clergyman.....	1340
Instructions generally.....	1333-1343
Officiating Chaplains, holding of, by.....	1342
Seditious language at, action.....	1337
Station commander, responsibility regarding.....	1336

Documents:—

Court-martial, for production to, instructions.....	581-583
Custody and disposal of.....	1942A, 1942B
For official use only.....	1857, 1864
List of, to be kept by units.....	1880B
Secret and confidential:—	
Amendments	1863B
Custody and mustering.....	1861, 1863
Definitions	1857

Documents—*Concluded*

PARA.

Destruction of.....	1863D
Handing over on transfer of officers.....	1863E
How taken on charge.....	1860
Lost or missing, action.....	1863C
Precautions for safe custody.....	1858, 1859
Transmission of.....	1859
Unauthorized publication or use of.....	1861

Dogs:—

Not to run loose in barracks or hospitals.....	1015
--	------

Dress, see also "Uniform", "Clothing":—

Growth of hair, etc.....	1696
Medals and decorations, wearing of.....	1755, 1757

Drunkenness:—

Airmen, arrest of, and treatment.....	458(3), 459
Entry of alcoholism and, on conduct sheets.....	1920, 1921
Fines and punishment for, power of awarding.....	493, 512, 513
How dealt with.....	508-511
Punishments for.....	512

Duty(ies):—

Accountant officer.....	114D
Adjutants	114A
Arrest, offender in, when required to perform.....	454(9)
Daily	934-940B
Defaulters employed on.....	493
Defence Council.....	13
Detention, exemption of airmen on day of release from..	636
Extra, powers of awarding, as summary punishment.....	493, 494
Judge-Advocate General.....	25A
Leave, missed during, airmen not required to make good.	1316(7)
Station	923, 928C

E

Emblems:—

Wearing of.....	1692
-----------------	------

	PARA.
Employment:—	
Of airmen:—	
In air force hospitals, when patients.....	1102F
Restrictions as to acceptance of civil.....	444
Of officers:—	
Restrictions as to acceptance of civil.....	444
Engineers:—	
Returns relating to.....	App. III
Enlistment:—	
Attestation	271 (9), 274 (7)
Compulsory vaccination and inoculation.....	271 (7), 271 (8)
Condition of, recruits.....	271 (3), 271 (6), 274 (5)
Establishments not to be exceeded.....	269A
Fraudulent:—	
Confession of, disposal of.....	541-544
Court-martial for, charges, how framed.....	561-563
Exemption from trial for.....	489
Forfeiture and restoration of service.....	273B
Punishment suitable for.....	583
Trial for, dispensation from.....	541
Official numbers to be allotted on.....	1897
Service, periods for which permitted.....	2
Ensign:—	
Distinguishing flag of air officer afloat, use of as.....	App. IX
Equipment (R.C.A.F.) see also "Stores":—	
Accounting for.....	1670, 1673, 1674
Air or other officers commanding, responsibility regarding	54A
Change of pattern, unauthorized, forbidden.....	1688
C.O., responsibility for.....	100
General instructions regarding.....	1670 to 1687
Loss of, or damage to:—	
Charges for.....	1683
Court-martial, framing of charges for, and evidence..	562, 563
Court of inquiry into.....	668
Report of, to police.....	1684
Maintenance, C.O.'s responsibility.....	1685
Purchase or sale of, restrictions.....	437, 1682

	PARA.
Erasures:—	
Not permitted in:—	
Court-martial convening order.....	577B
Escorts:—	
Ammunition supplied to.....	1725
For accused during court-martial, when provided.....	580
For deserters or absentees, provisions and duties of....	533-540
For removal of offender arrested away from unit.....	461, 533
Resisting, suitable punishment for offence of.....	583
Strength of, and rules for, generally.....	638-641
Establishment(s):—	
Bands	1117B
Limited	5
Peace	5
Reduction of.....	258A
War	3
Estates:—	
Deceased peresonnal.....	1876A
Evidence:—	
C.O. to satisfy himself as to adequacy of.....	490
Copies of record in service books, certification necessary.	1883
Court-Martial:—	
As to character, to be given.....	553
Prosecutor not to omit any material.....	575
Court of Inquiry:—	
Admissibility of.....	669B, 669C
Recording and signature of.....	669B, 669C
Extract from record of airman declared illegally absent	
admissible as.....	1912
False, suitable punishment.....	583
Insufficient, release of accused.....	490
Examination(s):—	
Promotion, officers.....	214D

	PARA.
Exchange:—	
Gazette, notification, in, of.....	211
Officers:—	
Application for, certificate to accompany.....	242A
Rules for.....	242-247
Service abroad not permitted to.....	244
 Explosion:—	
Court of Inquiry on.....	1030, 669
 Explosives, see also "Ammunition":—	
Notice to be given before conveyance.....	1474

F

Family(ies):—	
Definition of.....	1105
Public worship, facilities to attend.....	1336
Quarters for.....	1066A
 Fatigues:—	
Cleansing surface drains and flushing latrines.....	1012
Defaulters to perform.....	493
Sweeping yards and parade ground and removing snow..	1016
 Fetes:—	
Displays of boxing, flying or gymnastics at.....	440
 Field Punishment:—	
Awards of, entry on conduct sheets.....	1920
Hospital patient, not to be awarded summarily to.....	505
How carried out.....	494
Powers of awarding, as summary punishment.....	493, 494

	PARA.
Film Operators:—	
Reception at air force stations.....	422
 Fines:—	
For drunkenness:—	
Recovery of.....	513
Scale of.....	512
Payment of, liability of drivers of MT. vehicles.....	1963
Summary punishment, C.O's powers of awarding.....	493
 Fire(s):—	
Accommodation, causing loss of, report.....	1033
Aircraft, precautions against.....	1022A
Committee, constitution of, by C.O.....	1017
Court of inquiry after, convening of, and procedure....	1030, 1031
Extinguishers	1024
Insurance of private property in barracks.....	1034
Liability for damage by, limitations of.....	1029
Orders, how drawn up and exhibited.....	1025-1027
Pickets	1017, 1024, 1024A
Sheds and stores, special precautions.....	1022A
Special precautions for store buildings in emergency....	1022A
 Fireworks:—	
In barracks forbidden.....	1022
 Fixtures:—	
Alterations in barracks, not allowed.....	1006
Damage to.....	988
 Flag(s), see also "Ensign":—	
Air officers afloat, distinguishing.....	App. IX
Distinguishing flags, when flown.....	App. IX
Royal Standard, when flown.....	1806
Standards of members of Royal Family, when flown....	1806(2)

	PARA.
Flying:—	
Accidents, see "Crash(es)"	
Displays of, without previous sanction forbidden.....	440
Personnel ordered to fly.....	904
Regulations, personnel to comply with.....	905
Forced Landings, see also "Aeroplanes"	
Procedure in event of.....	1949
Foreign Court:—	
Presentation of officers at.....	1794
Foreign Decorations:—	
Acceptance of.....	1757
Replacement of, not granted.....	1758
Foreign Manœuvres, see "Manœuvres"	
Forfeiture:—	
Of pay:—	
Award involving, option of trial by court trial.....	495
Conduct sheets, entry on.....	1920
Consequent on absence without leave.....	495
Of Service:—	
Restoration after, conditions.....	273B
Forms:—	
Commitment to, removal and discharge from prisons and detention barracks.....	App. V
Fraudulent Enlistment, see "Enlistment"	

	PARA.
Funds:—	
Audit of.....	104
Public, responsibility for.....	112
Funeral(s):—	
Attendance at.....	1838
Instructions as to.....	1830-1838
Saluting of.....	1784
G	
Gambling:—	
By officers, C.O. to discountenance.....	98
Forbidden in quarters, etc.....	442
Garages:—	
Erection of private, and rules as to.....	1021
Gas:—	
Escape of.....	1028
Fittings, unauthorized alterations to, liability.....	1006
Key, duplicate of stop-cocks kept in guard room.....	1023
Prevention of waste.....	1043
Turning off.....	1023
Glasses:—	
May be worn.....	1704
Grants:—	
Bands	678E
Bands, forfeiture of.....	1117A
Greatcoat, see also "Clothing":—	
Wearing of.....	1702

PARA.

Grievances:—	
Redress of.....	128, 429, 2016 (8)

Guard(s):—	
Ammunition for.....	1725
Clothing not to be taken off by.....	943
Compliments to be paid by.....	1797-1804
Extra:—	
Intervals between	
Powers of awarding, as summary punishment.....	493, 494
Generally	941-954
Of Honour.....	1795
Offender in custody of, duties of commander.....	462
Standing orders.....	942
Station commander, responsibility for.....	941

Guard Reports:—	
Charges, entry in.....	485
Custody and disposal of.....	1924
Disposal of case, entries in.....	485
Offenders in custody, particulars to be entered in.....	462
Punishment entry in, production of copy to court-martial.	581A
Remand, order for, daily entry in.....	485
Rendering of.....	950

Gymnastics:—	
Displays of, prohibited without previous sanction.....	440

H

Hair:—	
How to be kept.....	1696

Handcuffs:—	
Use of, by escorts.....	641

Handing-over Certificates, see "Certificates"

	PARA.
Haversack:—	
When and how worn.....	1721
Headdress:—	
Civil Courts, removal in.....	1792
Emblems on, anniversaries.....	1692
Health:—	
Preservation of.....	99
Hospitals:—	
Admissions and discharge, hours of.....	1096, 1097
Animals, prohibited in.....	1015
Attendants	1102G
Boards or courts of inquiry in.....	678
Chaplain, or clergyman, attendance at.....	1342
Conduct sheet, entries in, of cases of alcoholism.....	1920
Death or dangerous illness in.....	1103A
Duties in relation to the sick and to hospitals.....	1112
Families of airmen.....	1105
Guards to be furnished over.....	1101A
Inspection of, medical officer attends.....	986
Inspection room and hours for examination of sick.....	1102C, 1102D
Kit of sick and wounded.....	1112A
Lights in.....	1022
Medical officers on parade.....	1112B
Offences by patients in.....	1110
Offences by airmen employed in.....	1098
Offences necessitating admission to, inquiry and medical certificate.....	505
Patients, rules for.....	1102B
Pay, forfeiture of, by men in, through an offence.....	504
Sanitary reports.....	1101
Sick reports to accompany men.....	1095
Sick to be sent to.....	1905, 1102E, 1102F
Visits	1102A

I

Identification:—	
Of absentees or deserters, on surrender or apprehension..	533, 534

	PARA.
Imprisonment:—	
Airmen sentenced to:—	
By civil court, action.....	506
Commitment forms for.....	600
Court Martial:—	
Commutation of, to detention by confirming officer.....	583
Guide as to award of.....	584
Limitation of sentence.....	585
Sentences of, periods, how framed in.....	585
Detention cannot be commuted to.....	583 (vii)
Exemption from duty on day of release from.....	636
Release from, instructions.....	642, 644, 654
Sentences of:—	
Expiration, how calculated.....	644
 Inefficiency:—	
Reduction, reclassification and remustering for.....	282A
 Infectious Disease:—	
Airman on leave, contact of.....	1316 (6)
Disinfection of clothing and stores.....	1009, 1095
 Injuries:—	
Court of Inquiry into:—	
Sustained in flying accidents.....	669A, 669B, 674
 Inquest(s):—	
Airman involved in contributory incident, attendance of officers.....	446
Report of, at court of inquiry.....	669A
 Insanity:—	
Airman of unsound mind:—	
Disposal of.....	403A
Medals, disposal of.....	1763
 Insolvency:—	
Officer's report.....	435

	PARA.
Inspection(s):—	
Ammunition	1726, 1731
Annual, of units, by commands.....	115
Buildings, new.....	1040
Defence Council, by.....	14
Commands, by.....	115
Complaints brought forward at.....	128, 429
Cooking and rations.....	1175
Guards and armed parties.....	941, 942, 952
Inspector-General, by.....	15-20
Kit	113
Marching-in and marching-out.....	987, 998-1003
Medical	993, 994
Nature of.....	117
Parade at, all officers and men to attend.....	125
Reports, commands.....	127
Reports, general instructions as to.....	118, 126
Scope of.....	116
Sunday, not to be held on.....	113
Unit, arriving in new command.....	115
Unit, efficiency, etc., of.....	127
Unit, instructions as to.....	115-128A
Inspector(s):—	
Duties of.....	19-20
Inspector-General:—	
Duties of.....	15, 16
Inspections by, will supplement not replace those of A.O'sC.....	17
When not appointed, duties to be performed by C.A.S....	18
Inspectors to assist.....	19
Institute(s), Service:—	
Airmen, under arrest not to use.....	454(5)
Airmen's friends, admission to.....	1184J
Audit of accounts.....	104
Canteen, dry.....	1184K
Canteen, exclusion from.....	1184F, 1184G
Civilians, admission.....	1184H, 1184K
Committee of management.....	1184D
Defaulters excluded from.....	1184F
Detachments permitted to use.....	1184A
Duty, men excluded from.....	1184G
Hours open.....	1184E
Liquor, sale of.....	1184L, 1184M
Objects of.....	1184
Persons entitled to deal at.....	1184H
Purchases not to be made for persons not entitled to deal	1184I
Rules for management of.....	1184B
Visiting by officers.....	1184C

Insurance:—	PARA.
Private property of airmen.....	1034
Interview(s):—	
With Air Force Headquarters.....	433
Inventions:—	
Patents for, trial of.....	1378, 1379
Patents for, regulations.....	App. VI

J

Journals:—	
Service, responsibility of controlling authority.....	423

Judge Advocate-General:—	
Court martial proceedings forwarded to.....	592, 595, 596
Duties of.....	25A
Petition after sentence, when referred to.....	591A
Reference to, on matters concerning courts martial.....	589A, 591

K

Keys:—	
Of gas and water supplies, where kept.....	1023, 1025

King's Regulations:—	
Acquaintance and compliance with, and enforcement of...	419
Copy to be available for reference by airmen.....	419(3)

Kit(s):—	PARA.
Airmen, and personal property of.....	920-922
Free, obtained fraudulently.....	561
Hospitals, men in.....	1095
Inspection of.....	113

L

Lamp:—	
Mineral oil, instructions for use.....	1020, 1022

Landings:—	
Aeroplanes, forced.....	1949

Last Post:—	
Guard to turn out at.....	946
When to be sounded.....	934, 935

Latrines:—	
Flushing of.....	1012, 1013
Lights in.....	1022

Leave:—	
Airmen:—	
Arms and accoutrements not to be taken on.....	1319(6), 1715
Commencement and expiration of.....	1315
Dress while on.....	1713
Form for.....	1316
Generally	1309-1323
Misdemeanors on, to be reported.....	1690
Periods granted.....	1311
Plain clothes, permission to wear.....	1694
Proceeding out of Canada, conditions.....	1319
Sick leave, grant of, conditions.....	1318
Sickness on, instructions.....	1317
Special, before discharge.....	1311A
From Abroad:—	
Interview with Air Force Headquarters, may apply direct to.....	433(3)

Leave—*Concluded*

	PARA.
Officers:—	
Cancelled by promotion, exchange, etc.....	1280
Commencement and end of.....	1275, 1315
Defence H.Q., application to, forbidden.....	1282
Extension	1277
Foreign manoeuvres, attendance at.....	1289, 1290
Pay during.....	1283
Periods of, allowed.....	1275A, 1275B
Rejoining from.....	1275
Sick abroad.....	1279, 1304
Sick, extension of.....	1279
Sick, medical board.....	1304C
Sick, medical board and medical certificate.....	1279, 1304
Sick, report before expiration of.....	1304B
Special	1278
Staff Officers, provision for performance and duties....	1284

Letters, see "Correspondence"

Light(s):—

Extinguishing of, in barracks, etc.....	1022, 1023, 1028
Lights out, bugle for.....	935

Lights out:—

When to be sounded.....	935
-------------------------	-----

Liquor:—

Introduction, consumption and possession in barracks, etc.	443
--	-----

Loss(es):—

Accounts, of, court of inquiry into.....	668
Conduct sheets, of, action.....	1923
Confidential books, of.....	1863C
Write off, powers of.....	App. VIII

Lunatic(s), see "Insanity"

M

	PARA.
Magazines:—	
Explosion, report of.....	669
Magistrate(s):—	
Headdress of airmen before.....	1792
Manœuvres:—	
Foreign, attendance at, permission necessary.....	451
Maps:—	
Secret or confidential.....	1857-1864
Marriage:—	
Airman's:—	
Certificate of.....	1936
Civil registration of.....	1935
Commanding Officer's consent.....	1360
Legal performance.....	1935
Particulars recorded on attestation.....	1934
Officers:—	
Reporting of.....	1934A
Married Quarters, see "Quarters".	
Meals:—	
Inspection of.....	1175
Provision of, responsibility for.....	1173
Mechanical Transport:—	
Accidents:—	
Court of inquiry into.....	672
Liability not to be admitted.....	1967
Procedure generally after.....	1966
Report of.....	1966

Mechanical Transport—Concluded

Civilian workmen, conveyance in.....	1952
Damage, by airmen, limitation of deduction from pay...	496A
Drivers:—	
Not permitted to smoke when on duty with vehicles....	441 (3)
Fine inflicted by civil court, payment of.....	1963
Identification numbers and marks.....	1963
Log books, upkeep of.....	1959
Speed limitation.....	1964
Use of:—	
Economy to be observed.....	1950-1955

Medals (Orders, Decorations, etc.):—

Absentee airmen, of, instructions.....	1741
Active service of airmen proceeding on, how dealt with..	1739
Air Force Cross and Medal.....	1754B, 1754D
Airmen of unsound mind, disposal of.....	1763
Awarded by societies, wearing of.....	1755
British non-military, acceptance of.....	1756
Custody of.....	1739, 1740
Death, disposal of, after.....	1764
Distinguished Flying Cross and Medal.....	1754A, 1754C
Foreign:—	
Acceptance of.....	1757
Cannot be replaced.....	1758
Forfeiture and restoration of.....	1762, 1762A
Grant and issue of.....	1734
Humane Society, application for medal of Royal.....	1756
Kit inspections, to be produced at.....	1759
Long Service and Good Conduct Medal.....	1748
Loss of, procedure.....	1759
Manner of wearing.....	1736
Ribbons, wearing of.....	1736, 1738
Transmission of.....	1735
Unauthorized, not to be worn.....	1756
Unclaimed, disposal of.....	1743
Victoria Cross.....	1745, 1746
Wearing, instructions as to.....	1736-1738, 1746, 1755

Medical:—

History sheets.....	1917
---------------------	------

Medical Board:—

On officers, for leave.....	504
-----------------------------	-----

Medical Certificate:—

Hospital, admission to, caused by offence.....	504
Leave of absence (q.v.).....	1279
Prison, etc., commitment to.....	615, 653

	PARA.
Medical Examination:—	
Accused person.....	580
Detention, before undergoing.....	653
Medical Inspection:—	
Barracks	993, 994, 994A
Medical Officer:—	
Attendance inspection of hospital.....	986
Responsibility to C.O.....	114B
Medical Practitioner, Civilian:—	
Employment of.....	1112
Medical Services:—	
District M.O., duties in regard inspections, hospital, etc..	994, 1101
Members of Parliament:—	
Candidature forbidden.....	438
Mess, Officers:—	
Accounts:—	
All charges to be shown in.....	1142E
Audit of.....	104, 1131
Transient officers, of.....	1136
Arrest, officers under, may not use.....	454(3)
Bills, monthly payment of.....	1135, 1136
Central Mess Fund.....	1141
Change of C.O., procedure in.....	1139
C.O.s responsibility for maintenance of.....	1134(2)
Discipline in, responsibility for maintenance of.....	1142
Entertainments	1142, 1142A, 1142B
Furniture and equipment.....	1140
Guests	1142B
Management of.....	1132
Membership of.....	1130, 1130A, 1134(1)

Mess, Officers—*Concluded*

	PARA.
N.C.Os, employment of, in.....	1132D
President, duties of.....	1134(2)
Property of, when unit disbanded or station abandoned.	1132
"Standard Rules" for.....	1130B
Subscriptions, amount and when paid.....	1141E, 1142F

Mess, Sergeants':—

Caterer	1145(v)
Change of station or unit, procedure.....	1144
Discipline in.....	1145(viii)
Formation and management of.....	1143
Insurance of property.....	1145(x)
Management	1145(iv)
Membership of.....	1143, 1143A
Meetings	1145(iii)
Subscriptions	1143B
Treasurer	1145(vi)

Misconduct:

Reduction and re-classification for.....	282A
--	------

Money:—

Losses and deficiencies.....	668, 671
Present of, from public bodies forbidden.....	431(4)
Public, responsibility for.....	908, 112
Removed from airmen before undergoing detention.....	652A

Motor Transport—(See "Mechanical Transport".)

Mourning:—

How and when worn.....	1703
------------------------	------

Movements:—

Armed parties.....	1387
Authority required for individual journeys.....	1381, 1381A
Billeting, when no barracks available.....	1392

Movements—*Concluded*

	PARA.
Detraining	1447C
Duty State.....	1386
Entrainment	1432A-1436C
Home, at, during peace.....	1381
Medical Officers when necessary.....	1393A
Notice of.....	1386
Refreshments	1447A, 1447B
Routes generally necessary.....	1381B
Special trains.....	1381C
Temporary duty, officers, etc., to be attached during....	1391
Units moving between Commands.....	1386

Music Services:—1117A-1121D

Mutiny:—

Incitement to, periodical reading of notice regarding.... 448(3)

N

Name:—

Airman's, change of..... 1898
Officer's change of..... 1899

National Anthem:—

Bands, instructions to.....1118E, 1121

Naturalization:—

Evidence of, on enlistment..... 269A

Navy:—

Communication with, authority necessary..... 434
Corresponding ranks..... 1766, 1767
Salutes to.....1789-1791, 1804

PARA.

Next-of-kin:—

Notification of casualties to.....1872-1872A

Non-Commissioned Officer(s):—

Arrest, when to be placed under..... 458
 Commissions, recommended for..... 212D
 Custody, power of, to place offenders in..... 455
 Not to be reproved in the presence of other airmen
 unless necessary..... 427(2)
 Officers' Mess, employment in, restrictions..... 1132D
 Precedence of..... 282, 285
 Promotions to and among:—
 How made.....284B, 284E, 286A, 286B
 Quarters for.....1066A, 1068A,
 Reduction of..... 282A, 506
 Relative rank with other services..... 1767
 Remustering of, for inefficiency..... 282A
 Reversion of, voluntary..... 301
 Salutes, etc., paid by..... 1791
 Summary or minor punishments..... 493, 499

O

Oath of Allegiance:—

Attestation, on.....271(10), 274(8)
 Officers on appointment..... 211G
 Qualifications of C.O. to administer..... 262A

Offences:—

By airmen already under sentence, restrictions as to
 punishment..... 494(5)
 By patient in hospital, investigation and trial..... 505, 1100
 By airmen temporarily employed in hospital..... 1098
 Causing admission to hospital, procedure..... 504
 Minor, may be disregarded in trial for more serious
 offence..... 568
 Punishable summarily..... 487

Officers, Generally:—

Absent, how reported..... 1281
 Addresses of, procedure when applied for..... 1877
 Arrest, when placed under and release from..... 456, 457
 Books to be kept by..... 1880A
 Command by, exercise of..... 105, 112B

Officers, Generally—*Concluded*

	PARA.
Commissioning of.....	211-261A
Criticism of superiors, to refrain from.....	428
Daily duties at stations.....	923-928C
Discipline, responsibility for maintenance of.....	426
Disclosure of information, etc.....	421
Foreign manoeuvres, attending in uniform forbidden by..	451
Juniors to be supervised and assisted by.....	106
Regulations, etc., responsibility for acquaintance.....	419
Relative rank with other services.....	1767
Subordinates, relations with.....	427

Official Number(s):—

Allocation of to airmen.....	1897
Documents, correspondence, etc., regarding airmen always to be quoted on.....	1897

Official Secrets Act:—

Acquaintance with, steps to be taken to ensure.....	420, App. IV
Poster to be displayed prominently.....	420(3)

Oil:—

Cheap, for lamps.....	1022
Explosive, storage of.....	1018-1021
Stoves.	1022

Orders:—

Conflicting, action.....	430
Daily Routine.....	1890, 1913
Disobedience of, arrest of offender.....	458(2)
Observance of, and acquaintance with, responsibility for.	419
Promulgation of.....	211, 940, 1885
Standing:—	
Preparation and issue of.....	1884
Station commander to draw up and issue.....	1884
Temporary C.O. not to issue or alter without sanction.	105

Organizations:—

General principles of.....	1-8
----------------------------	-----

P

PARA.

Paper:—	
Disposal of waste.....	1177
Parade(s):—	
Arrest, officers and airmen under, when to attend.....	454
Defaulters to attend.....	493(2)
Inspection, attendance of.....	125
Not to be held on Sunday, Good Friday and Christmas Day.....	113
Pass, see also "Leave":—	
Dress while on.....	1713
Grant of, an indulgence.....	1309
Instructions regarding grant of.....	1323
Irregularities on, reporting of.....	1690
Leave and, distinction between.....	1310
Patents:—	
For inventions, regulations as to.....	App. VI, 1378, 1379
Pay:—	
Deductions charged against.....	496A
Drunkenness, recovery of fines for.....	513
Forfeiture of, right to trial by court martial.....	495
Penal Servitude, see also "Convicts, Air Force":—	
General instructions.....	600-606
Petrol:—	
Economy in the use of.....	1950
Motor transport, for.....	1955
Salvaged from damaged aircraft.....	102

	PARA.
Photographers:—	
Reception at air force stations.....	422
Pilots:—	
Airmen, rules for.....	307
Police:—	
Air Force:—	
Duties of.....	445
Civil, deserters and absentees, description of sent to.....	514, 515
Garrison, to replace guards and pickets where possible....	941
Political Meetings:—	
Participation in.....	438
Posters:—	
Official Secrets Act, to be displayed prominently.....	420(3)
Precedence:—	
Air Force with Navy and Army.....	1768, 1770
Airmen	282, 285
Officers	217-237B
Presents:—	
Acceptance of, forbidden.....	431
Press (The):—	
Articles for publication, instructions regarding.....	421(6), (7)
Communications to.....	421, 422
Flying facilities, granting of, to.....	422, (4)
Press report to be annexed to proceedings of court of inquiry into fatal flying accident.....	669A
Relations with.....	422
Officer not to act as correspondent without sanction.....	1288

PARA.

Prison:—

Commitment to:—

Covered conveyance to be provided.....	640
Medical certificate to accompany.....	615
Medical history envelopes to accompany.....	616
Time for.....	637
Escorts for airmen proceeding to.....	638-643
Release from, time for.....	637
Release from, duty not performed on day of.....	636

Promotions:—

Aircraftmen	286A
Corporal	286A, 286B, 286C, 302A
Officers	211, 214A-214J, 215A, 251
Sergeant, Flight Sergeant.....	286A-286C

Prosecutor:—

Counsel on behalf of, employment of.....	574, 574A
Duties of.....	575
Selection of.....	573

Provost Marshal:—

Appointment of, abroad.....	445(2)
-----------------------------	--------

Publication:—

Of advertisements in air force periodicals, etc.....	423
Of articles, etc., restrictions and procedure.....	421 (6), (7)

Punishment(s):—

Commencement and limitation of sentences.....	584
Conduct sheets, entry of awards in.....	1920, 1921
Conjoint, restrictions as to award of.....	494(5)
Court martial:—	
Considerations for guidance in arriving at award.....	583
Record for production to.....	581, 581A, 582
Regulations of, by confirming officer.....	588
Drill instructions regarding.....	498
Drunkenness, for, rules.....	508-513
Illegal or excessive, remission or cancellation of.....	507
Mitigation or commutation of sentence, procedure.....	583
N.C.O's, when may be awarded summarily to.....	499

Punishment(s)—*Concluded*

	PARA.
Offences punishable summarily.....	487
Offences while under sentence, how dealt with.....	494(5), (6)
Power of:—	
C.O.	493
Subordinate commander.....	501
Summary and minor, execution of, instructions.....	494

Q

Quarters:—

Access to.....	1060
Allocation of married officers' quarters.....	1056
Allotment and occupation of quarters.....	1052–1054B
Allotment of single officers' quarters.....	1064–1065
Allotment to married officers.....	1064
Application for.....	1052A
Appropriation of.....	1053C
Choice of.....	1053A
Conditions of allotment to N.C.O's and Aircraftmen.....	1068B
Cleanliness of.....	112
Exempt from occupation.....	1053
Exemption from occupation of public quarters.....	1065
Men, to be properly dressed before leaving.....	1067
N.C.O's and airmen.....	1067
N.C.O's not on married establishment.....	1069A
Notifiable disease.....	1061
Privilege occupying.....	1063
Precedence	1064
Re-allotment, single quarters.....	1064
Residence for C.O.....	1055
Retention of, on leave, duty, in hospital.....	1066A, 1068, 1069
Surrender or retention of during absence.....	1054B
Temporarily attached.....	1064
Unoccupied	1054A
Vacant quarters, other ranks.....	1068

R

Railway:—

Accident during transportation.....	1453
Carriages, permission requisite before leaving.....	1436
Departure of train, procedure, and report by telegraph...	1436A
Entrainment, airmen.....	1434
Preliminary arrangements.....	1426

Rank:—

Brevet, granting of.....	215B
Commanders	1768

Rank—*Concluded*

	PARA.
Confirmation of.....	212A, 286B
Corresponding, of army and navy and Air Forces.....	1766-1767
Corresponding, of officers of consular service.....	1769
Honorary	216E-216H
Local and temporary rank, relative precedence of.....	224
Local rank conferred.....	1767
N.C.O.'s reduced to a lower rank.....	283A
Precedence of.....	224
Promotion to rank of corporal.....	286A
Promotion to rank of sergeant and flight-sergeant.....	286A
Promotion, before, certificate required.....	302A
Reduction in, of N.C.O.....	506
Reduction of and class in the ranks.....	282A
Reduction of warrant officer or N.C.O.....	305
Relative, or warrant officers, N.C.O's and men.....	282
Resignation, officers after.....	234
Reclassification of aircraftmen.....	282
Resignation and reversion of rank.....	301
Retention of, on retirement.....	253B
Reversion of.....	282B, 286C, 301

Records:—

Airmen's services.....	1897-1903
Births, marriages and deaths.....	1934-1938
Historical	1931-1932
Officers' services.....	1896

Recruits:—

Absconding en route to join.....	514, 515, 533, 673
Character on discharge of.....	417A
Leave on attestation.....	1311

Redress:—

Manner of, for grievance.....	429
-------------------------------	-----

Reduction:—

Acting N.C.O.....	499
Conviction by civil court, recommendation for reduction..	506
For misconduct or inefficiency, authority and procedure..	282A
Conduct sheets, entry of on.....	1920

Refuse:—

Disposal of fund from cooking.....	1175
------------------------------------	------

	PARA.
Regulations:—	
Acquaintance with.....	419
Officers in possession of.....	106A
Participation in public discussion regarding prohibited...	421 (3)
Religion:—	
Officiating Chaplains, ministrations by.....	1342
Remand:—	
Of accused person, C.O. to consider release.....	464
Of airman, daily entry of charge.....	485
Remission of Sentences:—	
Awarded by C.O.....	507
Awarded by Court Martial:—	
Instructions to confirming officers.....	588
Illegal or excessive punishments.....	588, 591
Reports:—	
Absentees or deserters, to police.....	514, 515
Annually by A.O.C.....	115-128A
Confidential:—	
Adverse	140
General instructions.....	133-140A
Guard	950
Inspection	126
Official, not to be furnished to unauthorized persons....	421 (8)
Reprimand:—	
Entry in conduct sheet.....	1920
Power of C.O. to award.....	493

	PARA.
Reserve:—	
Composition	1, 251B
Formation of.....	251A
Officers, no authority to command.....	237
Promotion in, officers.....	251A
Report of officers, resident in Districts.....	252A
Service, periods of.....	2
Status of officers attached to P.A.A.F.....	237A, 237B
Status of officers on recall.....	236
Resignation:—	
Applications for, procedure.....	255A
Approval of, action after.....	255A
Compulsory:—	
Liability	259A, 260A
Seniority on.....	261A
Report by C.O. after approval of.....	255A
Retreat:—	
Compliments not paid by guards between retreat and reveille	1802
Guard to turn out at.....	946
Returns:—	
Address for.....	1846
Book for.....	1889
Casualties, etc.....	1871B-1872B
Casualty telegrams and cables.....	1872
Command broken up, disposal of, when.....	1846
Defence Headquarters periodical list of.....	Appendix III
Destruction of, after 3 years.....	1889
Periodical list of.....	1871A
Reveille:—	
Compliments not paid by guards between retreat and...	1802
Guards to turn out at.....	946
Hour for.....	934
No call sounded between tattoo and.....	935
Reversion:—	
Acting N.C.O., award of, by C.O.....	282B, 499
Voluntary, when permitted, and authority for.....	301

	PARA.
Ribbons of Medals:—	
Wearing of.....	1736, 1738
Roster:—	
Of duties.....	923, 928
Promotion	284E, 286A
Route:—	
Orders	1381-1403
Routine Orders:—	
Daily, publication of results of court martial in.....	593 (3)
Instructions, generally.....	1890
Royal Family:—	
Guards mounted over, salutes.....	1797
Honours by Air Forces to.....	1778
Rules of Procedure:—	
Appendices to, application of forms in.....	2011
Modifications and exceptions.....	2021-2022
S	
Sale(s):	
Of R.C.A.F. stores, restrictions.....	437
Salutes:—	
Air Force.....	1793
By parties.....	1785, 1786
Camp, on inspection of, by members of Royal Family....	1778
Colours, uncased to.....	1783

Salutes—*Concluded*

PARA.
 1784
 1797-1804
 1829
 1780, 1781
 1786
 1780
 1814
 1797-1804

Funerals, to.....
 Guards, by.....
 In boats.....
 In special cases.....
 Officer commanding a party.....
 Officer temporarily in command, to.....
 R.C.A.F. ensign, to.....
 Sentries by.....

Sanitation:—

C.O.'s responsibility regarding..... 99
 Defects in, how reported..... 994A
 Medical Officer to keep sanitary diary..... 993

Seconded Officers:—

Confidential reports on..... 140A

Secret Documents, see "Documents"

Sedition:—

Incitement to, notice regarding periodical reading of.... 448(3)
 Preached in church, action..... 1337

Sentence, see "Court Martial", "Punishments"

Sentries:—

Compliments to be paid by..... 1797-1804
 Tour of duty, period of..... 948
 Visiting of..... 944

Service:—

Airmen, forfeiture and restoration of..... 273B
 Air Force history sheets, entries in..... 1914

Service—*Concluded*

	PARA.
Certificate of, on discharge.....	418A
Entries in documents.....	1913
Medals, reckoning towards.....	1748
Periods of.....	2
Record of officers.....	1896
Record of airmen (see also Attestation).....	1897-1903
Record of airmen, mode of entering.....	1913
Rolls, kept up to date.....	110
Rolls, signing of on appointment.....	211G
Statement of, entries in.....	1913
Terms of, laid down in "Recruiting Regulations".....	2

Service Conduct Sheet, see "Conduct Sheets".

Service Police, see "Police".

Service Transport, see "Mechanical Transport".

Ships, on board:—

Airmen under sentence.....	621-628
Conduct sheets, entries in, of punishments.....	1920
Death	1872A
Saluting quarter-deck when boarding.....	1790
Seaplane carrying, general instructions.....	1108A

Sick:—

Chaplains, attendance on, by.....	1342
Parade of.....	1102C, 1102E

Sick Leave, see "Leave".

Sites:—

For buildings.....	1039
--------------------	------

	PARA.
Smoking:—	
Apprentice, by.....	441(2)
In M.T. sheds, forbidden.....	1022A
M.T. driver, not permitted when on duty with his vehicle.....	441(3)
On duty, forbidden.....	441(1)
Snow:—	
Removal of, from roofs of buildings.....	1016
Spirit(s):—	
Barrack rooms—introduction into, forbidden.....	443
Sport(s):—	
Audit of accounts.....	104
Grounds, care of.....	990
Standing Orders, see "Orders".	
Station(s):—	
Admission to, instructions.....	App. II, 1045
Command of.....	36
Daily duties at.....	934-940B
Inspection by commands.....	126
Stoppage(s):—	
Barracks damages.....	988, 989
Damage by fire the result of neglect.....	1029
Damage to aircraft, M.T. vehicles or marine craft.....	496A
Stores, see also "Equipment (R.C.A.F.)":—	
Barrack.....	1001, 1006
Carriers' notes, duplicate.....	1481
Conveyance of.....	1381

Stores—*Concluded*

	PARA.
Conveyance procedure.....	1479
Explosive, notice to be given of conveyance.....	1474
Government transports to be used whenever possible.....	1469
Guard in charge of.....	954
Infected articles not to be returned.....	1009
Long and bulky.....	1473
Lost, court of inquiry on.....	668, 670A, 670B, 671, 672
Lost, or damaged in transit.....	1480
Out-stations for.....	1486
Passenger trains exceptionally to be used.....	1476
Purchase or sale of, restrictions.....	437
Receipts for.....	1478
Responsibility of C.O. of corps for public.....	100–102
Write off.....	App. VIII

Subordinate Commander:—

Definition	424 (4)
Investigation and disposal of charges by.....	484–486
Summary powers of.....	499, 501

Subscriptions:—

For testimonials, etc., when forbidden.....	431
---	-----

Summary Powers:—

Of C.O.	493
Of subordinate commander.....	499, 501

Summary Punishment(s), see also “Punishment”:—

Execution of.....	494
Generally	493–502
Minor punishments, when may be awarded conjointly with	494 (5)
N.C.O's when liable to.....	499

Summary Trial:—

Absence without leave, of airmen.....	495
Charges, entry of.....	485
Delay to be avoided in bringing forward for.....	463
Drunkenness	508, 513
Offences punishable summarily.....	487
Patients in hospital, of.....	505
Procedure preparatory to.....	487A–491
Remand, release from arrest to be considered.....	464
Rules generally for.....	483, 484

Sunday:—	
Inspections and parades not held on.....	113

Superior Officer:—	
Definition of.....	549
Offences against.....	554
Offences, mode of dealing with.....	548

T

Telegrams:—	
General instructions.....	1856

Testimonials:—	
Air Force Headquarters, not to forward with applications to	432
Forbidden	431

Trade, see also "Civil Employment":—	
Engagement in, restrictions.....	444

Trade(s) R.C.A.F.:—	
Inefficiency in, reduction and remustering for.....	282A

Trade Proficiency:—	
Assessment of.....	416

Training:—	
Appointment of officers undergoing.....	211H
Authority for.....	683, 681
Staff	682
Training instructions.....	685
Training in Canada, R.A.F.	685
Training with other units.....	687
Training with the United Kingdom.....	684

PARA.

Transport:—	
Requisitions for, general instructions.....	1410-1415

Travelling warrants:—

Air Force warrant books, list and custody of.....	1410-1410D
Detached parties to be provided with money.....	1408
For airmen outstaying leave.....	1316
Issue of.....	1408, 1415
Journeys without authority.....	1409B
Use, when no route issued.....	1411
Unnecessary travelling.....	1409A

Trial:—

Accused to be brought to, without delay.....	484
By court martial, option of.....	496
Desertion or fraudulent enlistment, dispensation from....	541
Exemption from.....	489
Of airmen by civil power, instructions.....	505A
Remand of accused person, C.O. to consider release from arrest	464

Trinkets:—

Forbidden outside uniforms.....	1698
---------------------------------	------

Trumpet(s):—

Prohibited between tattoo and reveille.....	935
---	-----

U

Uniforms, see also "Clothing":—

Emblems and ornaments, permission to wear.....	1692
Glasses may be worn.....	1704
Mourning, when in.....	1703
Officers, under arrest.....	454 (3)
Returns furnished by O.C.	Appendix III
Sealed patterns, not to be deviated from.....	1688
Wearing of:—	
Fancy dress balls, not allowed.....	1707
Foreign countries, in.....	1705
Medals and decorations.....	1736
Watch chains and trinkets, forbidden in.....	1698
When on leave from abroad.....	1705
When on duty.....	1694

	PARA.
Unit(s):—	
Baggage of, by rail.....	1462
Books to be kept by.....	1880-1882
Disbandment of, disposal of officers.....	258B
Orders of, division into two parts.....	1890

Urinals:—	
Flushing of.....	1013

V

Vehicles, see also "Mechanical Transport".

Venereal Diseases:—	
Concealment of, how dealt with.....	449
Order regarding, to be brought to the notice of all recruits and periodically read out.....	449

Ventilation:—	
Rooms in barracks.....	1010

Viceroy:—	
Guards mounted over.....	1797

Victoria Cross:—	
Recommendations for.....	1745
Retention or forfeiture of.....	1746

Visitors:—	
Stations, to.....	App. II, 1045

W

	PARA.
Warrant Officer(s):—	
Arrest, when to be placed under.....	458
Addressing, mode of, by N.C.O's and aircraftmen.....	1791
Deaths, report of.....	1872
Marriage of, information to C.O.	1358
Mess committee, on.....	1146A
Mourning may be worn by.....	1703
Plain clothes worn by.....	1694
Promotions	284C-284F
Recommended for commissions.....	212D
Salutes by.....	1791
Status of rank.....	284A
Temporary duty, attached during.....	1391
Travelling, authority for.....	1381
Warrants:—	
Movement of personnel.....	1381
Watch-chains:—	
Forbidden outside uniform.....	1698
Watchcoats:—	
For sentries, charge of.....	954
Water:—	
Fittings not to be altered.....	1006
Keys of, where kept.....	1025
Scale per head.....	1043
Waste of in barracks prohibited.....	1043
Waterbottles	1720
Wharves:—	
Responsibility for safety of Department of National Defence, etc.	1044
White Flag:—	
Display of before enemy.....	555

	PARA.
Windows:—	
Barrack, opening.....	1010
Wine(s):—	
Barrack rooms, introduction into, forbidden.....	443
Witnesses:—	
Private lawsuits, in.....	450
Wives of Airmen, See also "Families":—	
Deprived of benefits of married roll for misconduct.....	1365
"Word":—	
The (parole), to be given by governors of Colonies.....	39
Workshops, Unit:—	
Charge of.....	1185B
Establishment of.....	1185A
Shoemakers	1185C
Write off:—	
Powers of.....	Appendix VIII

397938

Gov.Doc. Canada. National Defence, Dept.of
Can The King's regulations and orders for the
N Royal Canadian Air Force, 1924. Reprinted 1941.
with amendments ... A.F.G.O.No.42/1941.

NAME OF BORROWER.

University of Toronto Library

**DO NOT
REMOVE
THE
CARD
FROM
THIS
POCKET**

Acme Library Card Pocket
LOWE-MARTIN CO. LIMITED

